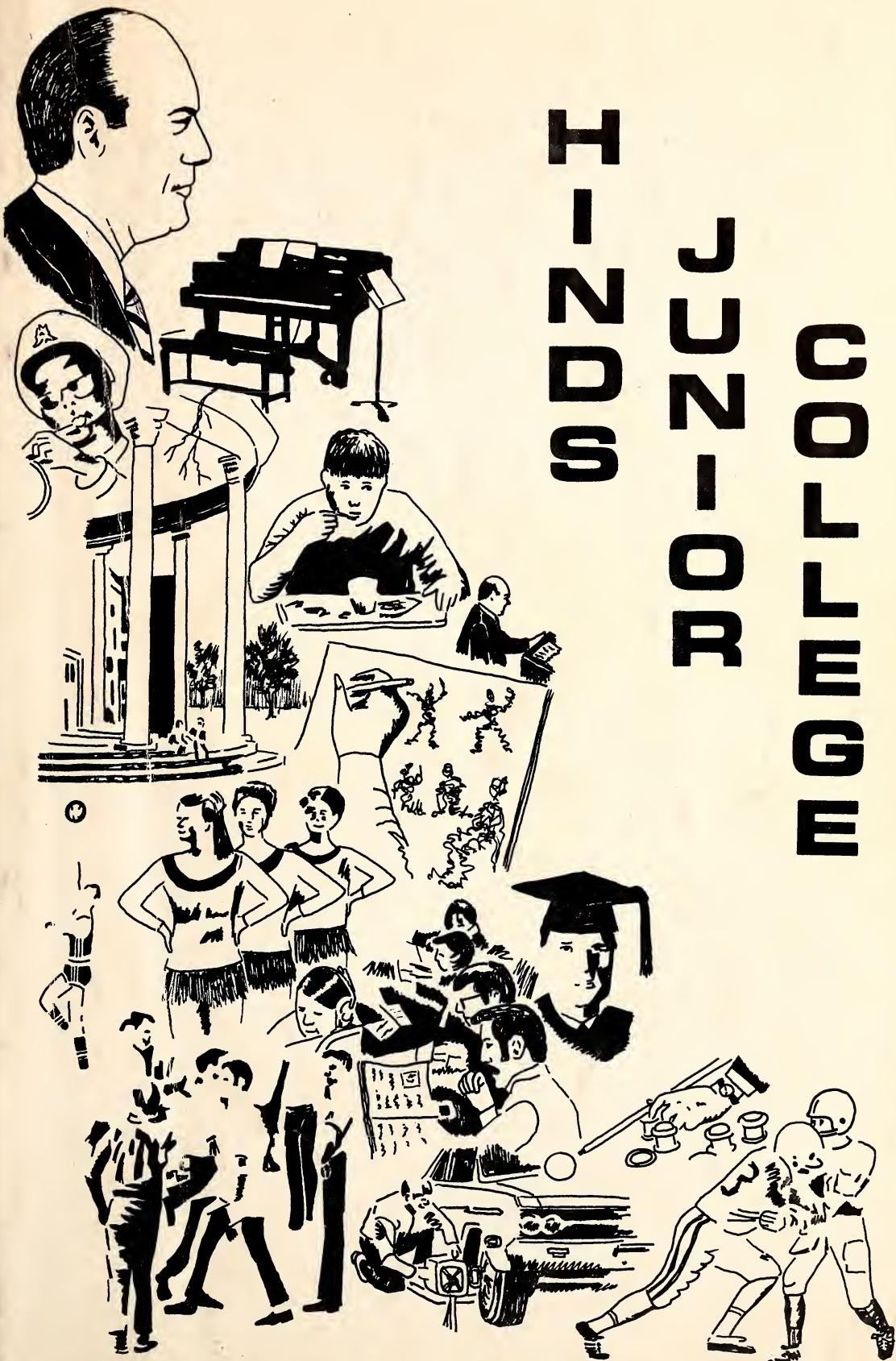


# C O L L E G E

## J U N - I - O R

## H - I - Z - D - S



Each student is responsible for meeting requirements for graduation and for complying with other instructions and regulations contained in this catalog. Counselors and Advisers are available and are willing to assist students in planning programs of study and to aid them in other phases of college life. However, the final responsibility for meeting requirements for graduation and adhering to other academic regulations rests with the student.

#### **ACKNOWLEDGEMENTS:**

Printed by the Offset Printing Department  
Vocational Division  
Hinds Junior College  
John Gower, Instructor

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Department of Commercial Design  
and Advertising  
Vocational Division  
Hinds Junior College

# **ANNOUNCEMENTS**

## **55th Annual Session Hinds Junior College**

**Raymond, Mississippi**

**1972-73**

**Accredited by State Department of  
Education**

**Member of State Junior College Literary  
and Athletic Association**

**Member of Mississippi Association of  
Colleges**

**Member of and Accredited by Southern  
Association of Colleges**

**Member of American Association of  
Junior Colleges**

# **ACADEMIC CALENDAR**

## **HINDS JUNIOR COLLEGE**

### **SUMMER SESSION 1972**

June 12      First Term Begins  
July 17      Second Term Begins  
August 18     Summer School Ends

### **1972-1973 SESSION**

August 15	Last application date for beginning freshmen and transfer students for fall semester
August 15	Last date for filing of ACT test scores for fall semester enrollment
August 21 — 2 p.m.	Faculty Meeting
August 28, 29, 30	Registration
August 31	Classes Begin
September 4	Labor Day Holiday
*September 5 — 3:30 p.m.	Last day for registration; for adding courses; for changing sections; and for dropping courses without a record of performance
October 23 - 27	Mid-Semester Examinations
November 22 — 4 p.m.	Thanksgiving Holidays Begin
November 27 — 8 a.m.	Classwork Resumed
December 1	Deadline, application for diplomas for December graduates
December 7 - 15	Semester Examinations
December 15 — 4 p.m.	End of First Semester; Christmas Holidays Begin

### **SECOND SEMESTER**

January 8	Second Semester Begins
January 15 — 3:30 p.m.	Last day for registration; for adding courses; for changing sections; and for dropping courses without a record of performance
February 15	Deadline, application for diplomas for May graduates
February 26 — March 2	Mid-Semester Examinations
March 2 — 4 p.m.	Spring Vacation Begins
March 12 — 8 a.m.	Classwork Resumed
April 18 — 4 p.m.	Easter Holidays Begin
April 23 — 8 a.m.	Classwork Resumed
May 1 — 9	Semester Examinations
May 11	Final Commencement Exercises; End of Semester

\*Last application date for beginning freshmen and transfer students for fall semester is August 15.

# **CONTENTS**

## **PART ONE**

The College .....	5
General Purpose and General Information	

## **PART TWO**

The Students .....	15
Admissions, Expenses, Student Organizations and Activities, Academic Regulations, Degree Requirements, Learning Resources Service	

## **PART THREE**

The Programs of Study.....	41
Associate in Arts Degree — Transfer Programs	
Associate in Applied Science Degree — Terminal Programs	

## **PART FOUR**

The Courses.....	75
Description of All Courses	

## **PART FIVE**

The Vocational Division.....	133
General Information	
Areas of Training	

## **PART SIX**

The Jackson Branch.....	149
Administrative Officers	
General Information	
The Technical Division	
The Vocational Division	
The Adult Education Division	
The Secondary Division	

## **PART SEVEN**

Enrollment Summary for the Year.....	177
The Staff.....	179

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G. M. MCLENDON	President Emeritus
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WILLIAM C. OAKES	Dean of Students
FAY MARSHALL	Dean of Women
E. ROSSER WALL	Administrative Assistant
IVAN ROSAMOND	Dean of Men
MILDRED L. HERRIN	Registrar
WALTER H. GIBBES	Coordinator of Vocational-Technical Education
GRADY L. SHEFFIELD	Business Manager
VIRGINIA M. RIGGS	Chairman, Learning Resources Division
GEORGE ABRAHAM	Chairman, Communications, Humanities, and Fine Arts Division
JAMES DAVID DURHAM	Chairman, Mathematics and Science Division
LARRY McFARLANE	Chairman, Social Science and Business Division
JACK C. TRELOAR	Superintendent of Farm
BOB HODGES	Public Relations Director

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# THE COLLEGE



# **PART ONE**

## **PURPOSE**

## **HISTORY**

## **LOCATION**

## **CAMPUS AND GROUNDS**

## **BUILDINGS**

The Academic Building  
The Administration Building  
The Agriculture Building  
The Auditorium Building  
The Cafeteria Building  
The Dormitories for Men  
Eastside Dormitory  
Southside Dormitory  
F. M. Greaves Hall  
Stadium Dormitory  
The Dormitories for Women  
Main Dormitory  
Northside Dormitory  
Westside Dormitory  
Gertrude Davis Hall  
The Fine Arts Building  
The Home Economics Building  
The Library Building  
The Main Gymnasium Building  
The Science Building  
The Student Union Building  
The Vocational Building  
The Women's Physical Education Building

# GENERAL PURPOSE

The general purpose of Hinds Junior College is to provide a two-year college program to serve the educational needs of its area. These needs include the provision of instruction and learning experiences for students who intend to transfer to senior colleges to study for baccalaureate degrees and the provision of instruction and learning experiences for students in vocational, technical and academic fields less than four years in length. These needs also include serving the adult community by providing opportunities for study in academic, technical, and vocational fields as well as providing leadership in civic, economic, and cultural growth.

## SPECIFIC AIMS

The specific aims of Hinds Junior College for its students are:

1. The students will learn to think, to discriminate, to reason and to develop the power to express themselves in an atmosphere conducive to serious study.
2. The students will search out and develop their native abilities and talents with the assistance of intellectual leadership provided by the College.
3. The students will develop moral, physical, and spiritual responsibility.
4. Through the provision of effective instruction and learning experiences, the students will develop the ability to be producers of goods or services for their own economic independence and cultural enjoyment, to use their leisure time wisely and to serve their fellow men willingly.
5. The students will develop a sense of pride in and a responsibility for preserving a free society within our American system of democratic government.
6. Through participation in guidance and counseling services offered by the College, the students will discover their own interests and abilities.
7. Through participation in technical and vocational programs, the students will achieve competence in their chosen field of work, whether in business, industry or agriculture.
8. Adult patrons will avail themselves of opportunities in academic, technical and vocational courses.
9. All students and College personnel will perform at optimum efficiency in a modern equipped facility.

# GENERAL INFORMATION

## HISTORY

Hinds Junior College is an outgrowth of the Hinds County Agricultural High School which opened its doors in the fall of 1917, with an enrollment of 117 and a faculty consisting of eight members. In 1922-23 the first year of college was added with thirty freshman college students enrolled, and the freshman year of high school was discontinued. In the year 1926-27 the second year of college work was added with an enrollment of seventy-four students.

From year to year the attendance has increased until the present enrollment is over 8,000; new modernly equipped departments have been added; courses have been made richer and fuller; the faculty has been increased; and the facilities have been made more adequate. The enrollment for the 1971-72 session shows 7,406 for the regular session and 1,160 for the summer school, or a total of 8,566.

During the first year of its existence, the school was admitted to membership in the Southern Association of Colleges and Secondary Schools. In December, 1928, the College Department was admitted to membership in the Southern Association. This membership means that graduates may enter the leading senior colleges and universities of the South and have their work fully accepted.

## LOCATION

Raymond is a town with a population of slightly over one thousand. It is one of the oldest towns in the state and it is one of the county seats of Hinds County. It is located very near the geographical center of the county, on the Jackson-Natchez branch of the I. C. Railroad and on State Highway 18. Raymond is only sixteen miles from Jackson - near enough for students to enjoy the many advantages of the capitol city. Students have the opportunity to secure low cost tickets to music concerts, outstanding dramatic productions, and other events that come to Jackson during the school term. The location from the standpoint of health is remarkably good.

## THE CAMPUS AND GROUNDS

The campus of Hinds Junior College is one of the most beautiful to be found among Southern Colleges. Terraces, flowering shrubs, trees, and green sod all combine to form a picture of rare beauty and charm.

A short distance from the campus is Raymond Lake of 35 acres, around which are picturesque grounds for picnics and other recreational activities.

The campus and grounds of Hinds Junior College total approximately 1,000 acres. The main campus includes more than 100 acres. The additional

acreage is devoted to farm operations, pastures, woodlands, and activities of the John Bell Williams Airport. Farm lands are used both for production of food for the college cafeteria and as a laboratory for experimental and practical work in all phases of agricultural training offered by the college.

## THE BUILDINGS

The principal buildings on the campus have grown from an original three to twenty three. These buildings are listed and described below.

### THE LIBRARY BUILDING

The George M. McLendon Library Building was occupied for the first time in January, 1962. It is a completely modern, fire-proof structure, with the cost of the building and equipment exceeding \$500,000.

Located on the upper floor of this building are a circulation lobby, two large reading rooms seating approximately 175 persons, faculty reading and conference areas, a classroom, small-group conference rooms, and the library workroom and storage area.

The reference and periodical rooms and the educational media laboratory are located on the ground level. In the media area are both group and individual listening and viewing facilities accommodating approximately 150 persons, the television studio, control rooms, recording, previewing, production, and storage areas.

### THE AUDITORIUM BUILDING

This building houses the college auditorium with a seating capacity of approximately 1200 people; and the lecture rooms, offices, and laboratory space for English and Reading Departments. The building is of classic architecture, and is one of the most beautiful buildings on the campus. It was erected in 1926 at a cost of \$100,000.

### THE ADMINISTRATION BUILDING

This building houses the offices of the President, Academic Dean, Registrar, Dean of Students, Dean of Men, Dean of Women, the business staff, and the student personnel service. In it are located the Graphics, Mathematics, and Nursing Departments.

### THE STUDENT UNION BUILDING

The modern, air-conditioned Student Union Building was completed in the Spring of 1966. It contains the grill, two spacious lounges equipped with up-to-date furniture, a meeting room, an administrative office, three motel-type guest rooms, and several conference rooms. A recreational area, post office, book store, rooms for commuting students, and the public relations office occupy the ground floor.

The cost of the building and furnishings is approximately \$380,000.

### THE FINE ARTS BUILDING

The Fine Arts Building is the newest building on the campus. It was first used by students in January, 1969. Containing a floor space of 39,000 square feet, it houses the Music, Art, Speech, and Language Departments on the Hinds Junior College campus.

Within the Music Department area of the building, there is a large music library which, in addition to library tables and music shelving, contains 22 individual listening carrels. There are also within this department 9 carpeted music studios, 2 music classrooms, a modern piano instruction classroom, 20 carpeted voice and piano practice rooms, and 2 organ practice rooms. A music recital hall seating approximately 125 people and a modern choral music room are provided in the area. In connection with a fully equipped band department, there is a band office, a library, and ample band instrument and uniform storage and changing rooms. The band practice room is 38 feet x 48 feet with a 19-foot high ceiling.

Within the Art Department area of the Fine Arts Building there are art offices, a large art painting laboratory, a completely equipped ceramics laboratory, an art design classroom, a fully equipped art design shop room, and a visual aids art classroom. In conjunction with the Art Department and with the remainder of the building, there is a carpeted art exhibition room and reception rooms, complete with kitchenette space.

The Language and Speech Departments in this building are provided with faculty offices and classrooms. There are 2 language classrooms and 2 speech classrooms. One of the speech classrooms contains a raised platform for individual speaking, debating, etc.

The Fine Arts Building also houses two large lecture rooms for general use. Both are carpeted and each row of fixed seats and continuous desk tops are stepped up above the row in front. The seats are completely adjustable to the individual person. Electrically controlled projection screens for overhead, slide, and movie projection are provided in these rooms. Each is also equipped to send and to receive television.

All of the instruction rooms in the Fine Arts Building are connected by cable to the central Learning Laboratory Center on the campus. In the instruction rooms, all visual and sound transmission can be received from the Learning Laboratory Center.

### THE MAIN GYMNASIUM

This building houses the men's Physical Education Department. It has a large main floor with an up-to-date basketball court. It is well equipped with modern apparatus for boxing and other gymnasium exercises, offices, rooms for visiting teams, locker, shower, and club rooms. The seating capacity of the main gymnasium floor is approximately 1200.

### THE CAFETERIA BUILDING

Food services provided by the Boarding Department are centered here. All of the dining area is air-conditioned. In addition to the cafeteria, there are private dining rooms designed for small group meetings.

### THE WOMEN'S PHYSICAL EDUCATION BUILDING

This ultramodern brick structure is located on the northwest side of the college campus. In addition to its regulation court designed for various indoor individual team sports, outstanding features include the corrective room with stall bars, bicycle exercisers, row-trims, infra red lamps, and other corrective equipment. Offices, class rooms, a dance studio for the teaching of choreography, a professional library, individual lockers, laundry, lounges, and storage space are a part of the facility.

### THE SCIENCE BUILDING

The Science Building is constructed along modern lines with an over-all floor space of approximately 21,000 sq. ft. The building houses the Biological and Physical Science Departments. Lecture rooms are built especially for various kinds of visual aids. One of the most modern and best equipped observatories in its area is housed on the upper floor.

The Biology Department, located on the south end of the main floor, has separate facilities for botany and zoology. A Greenhouse is connected with the main building. There is also a photographic dark room.

The Chemistry Department, on the north end of the main floor, consists of lecture rooms, laboratories, storerooms, an instrument room, and a balance room. Laboratories are equipped with double and single hoods. A water distillation apparatus furnishes distilled water for laboratories.

The Physics Department comprises the entire second floor. In addition to lecture rooms, laboratories and store rooms, there is a special dark room.

The observatory, located on the third floor, houses a twelve-inch reflector telescope with accessories. There is also an outside classroom space on the roof.

### THE HOME ECONOMICS BUILDING

This building contains a living suite composed of a living room, a dining room, a bedroom, and bath; a foods laboratory equipped with six unit kitchens; a clothing laboratory; and two classrooms with an accordian wall that can be pushed back to give a large room for lectures and assemblies.

### THE ACADEMIC BUILDING

The Academic Building is used primarily for instructional purposes and is one of the principal teaching centers on the campus. There are large, modernly equipped lecture rooms, laboratories, and faculty offices.

### THE VOCATIONAL BUILDING

The Vocational-Technical Building is composed of an administrative complex and five instructional wings. This building has been designed under careful guidance from both industrial and engineering groups so that 750 to 800 students may be conveniently served. Over \$2,000,000 has been spent to build and equip this facility in order to provide adequate space, proper lighting and ventilation.

The front part of the building houses the administration division, conference area, teacher planning area, classrooms, counselors offices, and the Barbering Department

One wing houses the Mechanics Department. This structure is a 70 x 160 foot industrial type building that is equipped with classrooms and laboratories for instruction in Auto Mechanics, Diesel Mechanics, and Auto Body and Fender Repair.

The second wing houses the Mechanical Technology, Machine Shop, Welding and general storage for the complex.

The third wing houses the Drafting and Design Technology, Refrigeration and Air Conditioning, Vocational Drafting, and Basic Education classrooms.

The fourth wing houses the Electronics Technology, Radio and TV Repair, Electric Motor Repair, and General Electricity and Wiring.

The fifth wing houses the Student Grill, Offset Printing, and the Building Trades Department. Included are classrooms and laboratories for Sheet Metal, Carpentry, Bricklaying, and Plumbing.

Approximately \$800,000 worth of equipment in these departments makes Hinds Junior College one of the best equipped facilities in the Vocational-Technical field.

### THE AGRICULTURE BUILDING

The Agriculture Building is a complex of three buildings. The main building contains the offices, classrooms for all agriculture classes, soils laboratory, and livestock arena. The classrooms are designed for multiple group use, and the livestock arena is adapted to both small and large group use. The second of the buildings is the Farm Mechanics Laboratory building. The four thousand square feet in this building provide sufficient space for instruction in Farm Mechanics Technology. The third of the buildings is the Greenhouse, which is used for instruction and plant propagation for general campus use. The Agriculture Building was completed in 1967 and is modern in its entirety.

### DORMITORIES FOR WOMEN

All dormitories for women students have inter-communication systems; a laundry equipped with washing, drying, and ironing facilities; sun decks; and telephone booths. Students desiring private phones may arrange for this service with South Central Telephone Company.

All bedrooms are furnished with ample closet space, venetian blinds, desks, chairs, chest of drawers, and single beds with innerspring mattresses and mattress covers.

All unmarried women students, other than those residing with their parents, are required to live in residence on campus. Exceptions to this rule must be approved by the Dean of Women.

**Main Dormitory.** This two story brick building houses 107 freshman and sophomore women students and three staff members. Each bedroom opens onto the corridor and accommodates two students. There are four central tiled baths with a lavatory in each bedroom.

The spacious lobby provides a formal area for entertaining guests and a large game and activities area furnished with a piano and a TV set. Across the front of this building extends a long white columned veranda.

**Northside Dormitory.** This two story brick dormitory offers accommodations for 91 freshman and sophomore women students and three staff members. It is a two story structure in modernistic design of reinforced concrete and masonry. This building is fronted by porches the length of the building, enclosed with solar screens of ceramic tile.

The interior is unique and modern in arrangement of four-bedroom suites, each complete with a foyer, large fan, a ceramic-tiled bath, spacious cabinets and closets, circulating hot water heating, and fluorescent lights.

The lounge is located at the central entrance and is furnished with a piano, T. V. set, and modern furniture.

**Westside Dormitory.** This two story brick L-shaped building houses 104 freshman and sophomore women students and three staff members. Each of the twenty-six suites comprised of two bed-rooms with connecting bath accommodates four students. Corridors and lounge are carpeted. The lounge is furnished with modern furniture, a piano and a TV set.

**Gertrude Davis Hall.** This five story building, completed in 1970, houses 252 freshman and sophomore students, five student assistants and a Head Resident. It is air-conditioned and each floor has a combination kitchenette and lounge overlooking a court which provides natural light to all five floors. Corridors and lounges are carpeted. Tiled baths are located on each floor.

Bedrooms accommodate two students each and are furnished with draperies and built-in furniture.

#### DORMITORIES FOR MEN

**Eastside Dormitory.** This dormitory, a nine suite facility housing 140 men students, is air conditioned. Each room is equipped with built-in beds, desks, closets, and book shelves.

**Southside Dormitory.** This dormitory offers accommodations for 65 students. The interior is an arrangement of four-bedroom units, each complete with a small foyer, a large fan, ceramic-tiled bath, spacious cabinets and closets,

## The College

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circulating hot water heating, and fluorescent lights. Rooms have venetian blinds, built-in study tables, book shelves, cabinets, and closets.

**F. M. Greaves Hall.** This is an air-conditioned facility for 188 men students. Each room is furnished with built-in furniture which includes beds, desks, book shelves, and storage facilities.

**Stadium Dormitory.** This dormitory houses primarily vocational students. This building, motel style, provides for sixty-four students. It is a one-story brick veneer structure.

## SUMMER SCHOOL

Hinds Junior College operates a summer school which begins in the early part of June. It consists of two five-week terms. All summer school work is accredited. Course offerings are provided in the various departments as well as in technical and vocational training.

A special bulletin giving details regarding expenses and course offerings may be obtained by writing or calling the Office of the Registrar.

# THE STUDENTS



# **PART TWO**

## **ADMISSION**

Admission Requirements

Students Entering College for the First Time

Transfer Students

Readmission of Former Students

Admission Procedure

Final Date for Applications

## **EXPENSES**

### **STUDENT ORGANIZATIONS**

### **STUDENT ACTIVITIES**

### **STUDENT CONDUCT**

## **ACADEMIC REGULATIONS**

Grading System

Removal of Incomplete Grade

Reports

Quality Points

Examinations

Withdrawal from School

Dropping a Course

Auditing a Course

Student Load

Classification of Students

Honor Students

Transcripts

Academic Probation and Suspension

Absences and Tardies

## **REQUIREMENTS FOR DEGREES**

Associate in Arts Degree

Associate in Applied Science Degree

## **APPLICATION FOR DEGREES**

## **LEARNING RESOURCES SERVICES**

# ADMISSION

## ADMISSION REQUIREMENTS

### STUDENTS ENTERING COLLEGE FOR THE FIRST TIME

A student is admitted as an entering freshman (a first-time student in any college) by one of the following methods:

1. Graduating from an approved high school—graduating with a standard high school diploma.
2. Completing by August 15, 1972, a minimum of 15 high school units PLUS the achieving of a standard composite score of 18 or above at the first writing of the American College Test. The August 15 date applies to the fall semester; applicable dates for all other semesters is the beginning date of the semester.
3. Qualifying for and successfully passing the General Educational Development Test at the high school level. Successfully passing the GED test is achieving standard scores as prescribed by the Mississippi State Department of Education — a score of not less than 40 on each of the five parts of the test OR an average of 45 on the entire test. Applications for the GED test should be made directly to the Mississippi State Department of Education. The filing of test scores is required in lieu of the high school transcript.

No application for an entering freshman, including housing requests, can be processed without his American College Test score.

A student in his senior year of high school, who seeks admission on the basis of graduation and the receiving of a high school diploma and who makes his application before graduation time, should indicate on his application the EXPECTED DATE OF HIGH SCHOOL GRADUATION. The student will then be issued an admission approval conditioned upon the receiving of the diploma. Immediately upon graduation, the student should request that his transcript be forwarded to Hinds Junior College. If graduation is NOT ATTAINED, as indicated by the student on his application, the admission approval issued will automatically become void. Not requiring the transcript earlier than graduation is to prevent a high school from having to furnish two copies of a student's record.

Applications for students seeking admission on the basis of No. 2 in Admission Requirements will be delayed until official evidence of the completion of the 15 units is on file in the office of the Registrar. This is to prevent a student's error in thinking that he has earned 15 units when the official high school transcript indicates a number less than 15.

Student must have a good moral character. Hinds Junior College by action of its Board of Trustees on April 19, 1965, is in compliance with Title VI of the Civil Rights Act of 1964, and does not discriminate in the admission of students because of race, creed, or national origin.

### TRANSFER STUDENTS

To be eligible as a transfer student for a regular semester, a student must be eligible for readmission to the college he last attended and he must also meet the readmission requirements of Hinds Junior College. An exception to the minimum readmission requirements made by a college or university allowing a student dismissed for academic reasons or declared an academic failure to be readmitted to that college for the next succeeding regular semester will NOT make the student who has not earned during his last semester in attendance a minimum of 9 semester hours with a 1.5 quality point average (on a 4.0 basis) eligible for admission to Hinds Junior College for the fall or spring semester. Any student has the right of Petition.

If a student on Academic Probation at another college is approved for transfer to Hinds Junior College, he will be entered on Academic Probation. Students other than those on Probation may be admitted only on Probation if their prior college record falls below a certain academic achievement. Recommended college loads for students on Academic Probation will be a maximum of 14 semester hours or 4 courses excluding physical education for the first regular semester of attendance.

No transfer student can be approved for admission to the fall session without an official copy of his record from the college he last attended. Students applying for admission for the spring semester may be granted a PROVISIONAL ADMISSION until a transcript can be received from his former college PROVIDED the student was in attendance at another school the preceding semester and there is not sufficient time between semesters for the transcript to reach Hinds Junior College. Upon receipt of the transcript, the student will be assigned to an academic status of Good or Probation (depending upon the record from his former school). If a transcript shows an academic status other than Good or Probation, the student will be asked to withdraw from Hinds Junior College.

For the summer school only, transfer students may be admitted without regard to their academic status. The admission of an ineligible student for summer school implies in no way approval for continuation in a regular semester. Letters of good standing from the registrar or dean of a former college may be used for admission in lieu of the college transcript by students who will return to their former college for the fall semester.

A student wishing to attend Hinds Junior College who has been enrolled in another college, including a former Hinds Junior College student who has been enrolled in another college since leaving HJC, will be considered for admission on the basis of a transfer student.

### READMISSION OF FORMER STUDENTS

A former HJC student not in attendance the semester prior to the one for which he wishes to be enrolled is required to submit an "Application for Readmission." A student in attendance the semester preceding the one for which he wishes to be enrolled need not submit an application for re-enrollment.

A student readmitted will return to the same academic status he left, unless, of course, he has additional college attendance to alter this status. One returning after suspension will be admitted on Academic Probation.

### ADMISSION PROCEDURE

The first step in admission for a student entering Hinds Junior College for the first time is the completion of an Application Packet which is obtained from the Office of the Registrar. This packet consists of an Application for Admission blank, a Student Health Record, and a Dormitory Application form — all essential in the admission procedure. The American College Test and the Guidance tests are parts of admission routines, but the tests do not take the place of the proper filing of the application forms.

Complete and accurate information should be given on all application materials. Falsification of information is a basis for denying admission to a student or his dismissal from school if the falsification is not discovered until after enrollment.

A detailed sheet of instructions is included with Application Packets. The instructions given should be read and followed carefully by the new applicant.

Former Hinds Junior College students not enrolled the semester preceding the one for which they wish to attend must file an Application for Readmission.

### FINAL DATE FOR APPLICATIONS

For admission the first semester of the 1972-73 session, the admission packet (complete with Application for Admission, Student Health Record, and Dormitory Application form) must have been postmarked or received no later than August 15, 1972. American College Test scores must also have been received or postmarked by that date.

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## EXPENSES

### ENTRANCE FEE

All academic students will pay an entrance fee of \$90.00 per semester. This fee must be paid when the student registers at the beginning of the semester. Payment of this fee is a part of registration and failure to complete this step will void the entire registration procedure for the individual.

Students are not required to pay special fees to enroll in regularly scheduled classes in either academic or vocational-technical courses. A student does not pay laboratory fees for science courses or music fees for piano or voice instruction. There is one exception to this rule. Men students who enroll in physical education classes must pay a \$3.00 physical education fee. This fee entitles the student to the use of a gym suit required for physical education classes.

## The Students

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An I D card is issued to each full-time student as a step in his registration procedure. No charge is made for this card. An I D card serves the student in many ways and should be in his possession at all times. Some of the more important functions of the I D card are:

1. Admission to on-campus college-sponsored activities.
2. Admission to and use of the library.
3. Admission to the Student Union Building.
4. Identification at Business Office, Campus Bookstore, and Campus Security Office.

A late fee of \$10.00 will be paid by any student who fails to register according to the schedule for registration. An incomplete registration constitutes a late registration.

There is a graduation fee of \$13.00 for those who qualify for and are awarded a diploma.

## NON-RESIDENT TUITION

All students whose parents reside in Mississippi, but do not reside in Claiborne, Hinds, Rankin or Warren counties, will, in addition to the \$90.00 entrance fee, pay an Out-of-District tuition fee of \$45.00 per semester, payable by the semester, in advance.

All students whose parents do not reside in the State of Mississippi will pay an Out-of-State tuition fee of \$250.00 per semester, payable by the semester, in advance.

## REFUND POLICY — FEES

The following refund policy regarding the \$90.00 entrance fee applies to all academic students, including veterans. The matriculation fee of \$9.00 is non-refundable. (The matriculation fee constitutes a part of the \$90.00 entrance fee payable each semester.) The balance of the entrance fee is refundable as follows: Students enrolled for one week or less will be refunded 75% of the listed rate; students enrolled longer than one week will receive no refund.

Out-of-District and Out-of-State tuition, payable by the semester in advance, is refunded as follows: Students enrolled one week or less will be refunded 75% of the listed rate; students enrolled longer than one week receive no refund. Applications for refunds must be submitted in writing to the Business Office immediately upon withdrawal from school.

## ROOM AND BOARD

Students requesting dormitory accommodations may select one of two plans. The selection should be made in advance. Applicants should be prepared to pay for room and board according to the schedule outlined under the plan selected.

**PLAN I**

A FIVE-DAY-WEEK MEAL TICKET is supplied the student. This five-day period begins Monday morning and ends Friday evening of each week. Air-conditioned and non-air-conditioned dormitories are available.

SCHEDULE OF PAYMENTS FOR PLAN I:		AMOUNT	
CALENDAR PAY PERIOD		Non-Air-Conditioned Dormitory	Air-Conditioned Dormitory
August 28, 1972		\$105.00	\$120.00
October 2, 1972		60.00	60.00
November 6, 1972		60.00	60.00
<b>TOTAL—FIRST SEMESTER—PLAN I</b>		<b>\$225.00</b>	<b>\$240.00</b>
January 8, 1973		\$105.00	\$120.00
February 19, 1973		60.00	60.00
April 2, 1973		60.00	60.00
<b>TOTAL—SECOND SEMESTER—PLAN I</b>		<b>\$225.00</b>	<b>\$240.00</b>
<b>TOTAL — PLAN I — 1972-73</b>		<b>\$450.00</b>	<b>\$480.00</b>

**PLAN II**

A SEVEN-DAY-WEEK MEAL TICKET is supplied the student. Air-conditioned or non-air-conditioned dormitories are available.

SCHEDULE OF PAYMENTS FOR PLAN II:		AMOUNT	
CALENDAR PAY PERIOD		Non-Air-Conditioned Dormitory	Air-Conditioned Dormitory
August 28, 1972		\$129.00	\$144.00
October 2, 1972		84.00	84.00
November 6, 1972		84.00	84.00
<b>TOTAL—FIRST SEMESTER—PLAN II</b>		<b>\$297.00</b>	<b>\$312.00</b>
January 8, 1973		\$129.00	\$144.00
February 19, 1973		84.00	84.00
April 2, 1973		84.00	84.00
<b>TOTAL—SECOND SEMESTER—PLAN II</b>		<b>\$297.00</b>	<b>\$312.00</b>
<b>TOTAL PLAN II — 1972-73</b>		<b>\$594.00</b>	<b>\$624.00</b>

## The Students

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A commuting student may purchase a meal ticket for \$22.50 which will entitle him to one meal each day (Monday through Friday) for six weeks. The six weeks period provided by these tickets correspond to those specified for dormitory student meal tickets.

A student must present his meal ticket at each meal or pay cash for the meal. A meal ticket can only be used by the person whose name appears on it. It is not transferrable.

Room and board payments do not include books, laundry, and other items of personal expense. They do not include the room deposit required of all students living in campus dormitories.

## REFUND POLICY — ROOM AND BOARD

If a dormitory resident officially withdraws from the dormitory within the first two weeks of a semester and he has paid his semester room fee, he will be refunded 75% of this payment. If he withdraws after the first two weeks, the semester room fee is forfeited. Students withdrawing from the dormitory during a semester may be refunded all full weeks a meal ticket is unused, provided the meal ticket is surrendered to the Business Office when the student withdraws.

No deduction can be made for board for an absence of less than two weeks in succession, and then only when the student presents to the Business Office, the first day of his return, a statement approved by the head resident of the student's dormitory, specifying the period of his absence.

## BOOKS

The cost of books is dependent upon the course that a student takes and whether or not he is able to secure secondhand books. New and used textbooks are sold in the Campus Bookstore. At the end of each session, students may resell to the Campus Bookstore textbooks usable again the next session.

## LAUNDRY

The college does not operate a general laundry, but modern washing machines and dryers are located in all of the women's dormitories, and in most of the men's dormitories. They are coin operated. Ironing facilities are also located in the women's dormitories.

## PAYMENT BY CHECK

No personal checks on out-of-state banks or personal checks written by out-of-state students will be accepted at the Business Office or the Campus Bookstore during registration week. Cashier's checks, money orders, American Express Travelers checks or similar negotiable instruments may be accepted in lieu of cash.

WILLIAM C. OAKES—DEAN OF STUDENTS  
FAY MARSHALL—DEAN OF WOMEN  
IVAN ROSAMOND—DEAN OF MEN  
LARRY T. ANDERSON—COUNSELOR  
WILLIAM D. ROUNTREE—COUNSELOR  
TROY A. RICKS—STUDENT FINANCIAL AID  
& VETERANS AFFAIRS

# STUDENT SERVICES

## TESTING

The guidance tests are required of all freshmen. They are designed to assist in measuring academic potential and in the placement of students in specific courses. The guidance tests are scheduled according to an alphabetical arrangement (by last name) as follows:

Friday, June 16 A,B	Friday, July 14 M,Mc,N,O
Friday, June 23 C,D,E	Friday, July 28 P,Q,R
Friday, June 30 F,G,H	Friday, Aug. 4 S,T
Friday, July 7 I,J,K,L	Friday, Aug.11 U,V,W,X,Y,Z

Example: Students whose last name begins with A & B will report on June 16.

Test sessions will begin promptly at 8:00 a. m. in Room 165 Fine Arts Building and will be completed by noon.

Students planning to be enrolled in the fields of Engineering, veterinary medicine, medicine, pharmacy, dentistry, and other health occupations are expected to take special tests for placement in mathematics and chemistry. Additional information regarding these special tests will be given during the regularly scheduled test sessions.

Entering freshmen who fail to take advantage of one of the sessions scheduled will be charged a late fee of \$10.00 and WILL ALSO BE CAUSED A SERIOUS DELAY IN CLASS REGISTRATION.

## COUNSELING

Prior to registration each student should have an initial interview with a member of the counseling staff. Arrangements for these interviews will be made on the date students report for guidance tests. Prior to registration each student is assigned a faculty adviser who will assist in the selection of courses during registration. Students are encouraged to seek counsel with their advisers and/or a member of the counseling staff. The Counseling Offices are located in Room 104 of the Administration Building, 213 and 215 Student Union, and Office B, Vocational-Technical Building.

## OCCUPATIONAL AND VOCATIONAL INFORMATION

Occupational and vocational information are available in the Counseling office, Room 215 Student Union, Office B, Vocational-Technical Building, and Library. Interest and vocational inventories are available upon request from counseling offices.

## FINANCIAL AID

The basic financial assistance afforded students consists of the College Work-Study program, Educational Opportunity Grants, Hinds Junior College Work Scholarships, Law Enforcement Education Grants and/or Loans, and the Federally Insured Loan Programs.

Applicants applying for assistance under the Educational Opportunity Grants, Hinds Junior College Work Scholarships, and College Work-Study must comply with the following:

1. Be admitted or enrolled,
2. Have on file with the Financial Aid Officer an application for Student Financial Aid, and
3. Submit to the American College Testing Program the Family Financial Statement with Hinds Junior College designated as one of the recipients. (Code: No. 2198)(The Family Financial Statement forms may be obtained from your local high school or Financial Aid Office, Hinds Junior College, Raymond, Mississippi 39154.)

Applicants applying for assistance under the Law Enforcement Education Grants and/or Loans and Federally Insured Loan Program may obtain proper forms from Financial Aid Office, Hinds Junior College, Raymond, Mississippi, 39154. Student Financial Aid Office is located in Room 104, Administration Building.

## HEALTH SERVICES

Health Services are provided for resident students on a 24-hour basis and for commuting students during the regular school day by the Raymond Clinic.

Routine medical services are provided to students at no charge at the following locations and hours:

The College Infirmary	8:30 a.m. to 9:30 a.m. Monday thru Friday
The Raymond Clinic	9:00 a.m. to 11:45 a.m. Monday thru Saturday 2:00 p.m. to 4:45 p.m. Monday, Tuesday, Thursday, Friday

Students desiring medical services may report directly to the infirmary or Raymond Clinic at designated hours.

Students desiring medical services during other hours should contact Head Resident, Dean of Women, or Dean of Men respectively for proper referral.

As a part of the admissions requirement, each student is required to complete and return the Record of Medical History. This form is a part of the Application for Admission packet.

## VETERANS

Hinds Junior College works closely with the Veterans Administration in providing an effective training program for ex-servicemen. All college courses, as well as vocational-technical courses, are open to return veterans and every effort is made to facilitate their admission under all training programs. The term, VETERANS, is used to include all students training under any Veterans Administration program, such as G. I. Bill, War Orphans, and Widows of Veterans.

Educational work done by veterans while in active service is evaluated and credit given when possible. The recommendation of the American Council on Education in their handbook, GUIDE TO THE EVALUATION OF EDUCATION EXPERIENCES IN THE ARMED SERVICES, is used as a guide for the evaluation of all military credit.

Veterans counseling office is located in Room 104, Administration Building.

## PLACEMENT

Hinds Junior College feels a keen responsibility in the placement of its students. It makes a sincere effort to help those wishing to continue their education, and needing financial aid, to find work opportunities in the college of their choice. Also, every effort is made to assist terminal students in finding full-time employment. These services are coordinated through the Office of the Dean of Students and Vocational-Technical counselors.

## CAMPUS HOUSING

Dormitory applications must be accompanied by a room reservation deposit of \$10.00. A card for this purpose is provided in the Application for Admission Packet. No room reservations will be made until applicant has complied with Requirements for Admission. The room deposit, for students who occupy rooms for one or more semesters, is subject to refund at the close of the semester or session provided the room and furnishings have not been abused, the student officially checks out, and room key returned. Assigned rooms that have not been claimed by August 30 will be forfeited unless student notifies the Dean of Women or the Dean of Men, respectively, in writing as to cause of delay and expected arrival date.

Applicants having room reservation for the fall semester who decide not to claim room will be refunded the \$10.00 deposit fee provided the Dean of Women or Dean of Men, respectively, is notified by August 10, 1972. Rooms in the dormitories are furnished with single beds, dressers, tables, chairs, and venetian blinds. Students supply their bed linen, covering, pillows, towels, and toilet articles.

Women students attending Hinds Junior College, except those who reside with their parents or spouses, are expected to live in one of the campus dormitories. Exceptions to this policy must be approved by the Dean of Women.

## MOTOR VEHICLES

Students will please observe the following Motor Vehicle regulations:

- A. Every student who operates a motor vehicle on the campus must register the vehicle or vehicles with the Campus Security Office and have properly displayed on it at all times a parking permit decal. Parking permit decals may be obtained during registration of each school term or from the Campus Security Office during the school year. The fee for registration is \$3.00. Parking permit decals are not transferrable and must be properly attached and displayed at all times.
- B. Penalties for a violation are indicated on the traffic violation ticket and are to be paid to the Business Office. Students who have not paid their violations by the end of each semester will not be allowed to re-enter school until the delinquent fine is cleared. Students who receive four traffic violations during one semester or students who receive violations which merit special attention may be asked to remove their vehicle from the campus.

Tickets which are appealed must be filed with the Campus Security Office within two days of the violation.

C. General Regulations:

1. Vehicles must be parked only in designated areas.
2. On all parts of the campus, pedestrians have the right of way.
3. Loud mufflers, cut outs, straight exhausts, and excessive horn blowing are prohibited.
4. All state laws pertaining to traffic are in full force and effect on the college campus at all times.
5. The maximum speed limit on the campus is 20 M.P.H.
6. Vehicles must not be repaired on the campus, except in areas provided for this purpose. Abandoned vehicles will be removed and disposed of at the owner's expense.

## STUDENT UNION

### THE CAMPUS BOOKSTORE

Located in the downstairs Student Union Building, across from the Post Office, the Campus Bookstore rates high on the student's interest list. Here textbooks and all school supplies are sold. The store also carries a complete line of items which the student will find convenient, such as cards, gifts, seasonable merchandise, paperbacks, sweatshirts, school jewelry and a varied line of novelties. The Bookstore has liberal "shopping" hours for the convenience of the students. New items are offered regularly to serve the Hinds campus.

## THE EAGLE'S NEST

The campus grill, located on the main floor entrance to the Student Union Building, is the most popular gathering place for Hinds Junior College students. Here one can relax and visit with friends between classes and after school. The Eagle's Nest offers a wide variety of candies, cold drinks, ice cream, pies, and short order foods.

## POST OFFICE

The Post Office is located on the first floor of the Student Union Building.

# STUDENT CONDUCT

Students at Hinds Junior College are encouraged to assume responsibility for their personal conduct appropriate to their age and maturity. However, in promoting the tradition of friendship and democracy on the campus, in preserving some of the basic values and qualities of our heritage, and in training of good citizenship responsibilities, students are expected to observe the following general principles: conform to acceptable standards of decency, morality, and courtesy; be truthful; respect the rights of others; be punctual and regular in attendance at classes; have regard for college property.

Guides for routine campus and dormitory life are given students in the form of handbooks, bulletins, announcements, and informal meetings. Hinds Junior College reserves the right to exclude students at any time where there are serious deviations from acceptable campus conduct.

A student, upon his registration at Hinds Junior College, assumes the obligation of conducting himself in a manner compatible with the college as an educational institution and agrees to abide by regulations and policies governing the student body.

Some of the categories of misconduct for which a student is subject to disciplinary action, which may result in dismissal from the college, are:

1. Violation of local, state, or federal laws.
2. Possession or use on campus of explosives or firearms.
3. Violation of residence hall rules and policies.
4. Sale, possession, or usage of alcoholic beverage on campus or college-sponsored function.
5. Sale, possession, use, or distribution of abusive drugs, narcotics, or stimulants.
6. Abuse, hazing, or physical harm of any person on college property or at college-sponsored function.
7. Obstruction or disruption of any college activity.

# STUDENT ACTIVITIES

**STUDENT GOVERNMENT** — The Associated Student Body consists of all students enrolled in the college. The Associated Student Body consists of Executive, Judicial, and Legislative branches and serves the student body as a valid expression of its opinion. Students are encouraged to actively participate so as to render the governing body more effective.

## DEPARTMENTAL AND PROFESSIONALLY AFFILIATED ORGANIZATIONS

**AGRICULTURE CLUB** — Membership in this club is open to college boys preparing for the various phases of agriculture or boys interested in this field. At the regular monthly meetings, members may have an opportunity to hear local and present-day leaders in the field of agriculture.

**BAND** — The Eagle Marching, Concert, and Stage Bands fill numerous engagements during the school year and participate in various athletic and social events on and off-campus. Many trips are made by these organizations, including out-of-town football games and Christmas parades in surrounding cities. Honor trips have been made to the Sugar Bowl, Gator Bowl, St. Louis, Buffalo, Colorado Springs, Pasadena, and Atlantic City.

In addition to concerts on campus, the Concert and Stage Bands present programs at the High Schools in the Hinds Junior College locality.

Students interested in this outstanding program are urged to contact the Director regarding participation.

**CHOIR** — Membership to the choir is open to the entire student body by audition. From this group three select performing groups are chosen each year — The Concert Choir, The Girls' Ensemble, and The Clefs. The Concert Choir is the main performing group of the vocal department. It gives many concerts on and off campus during the school year. On-campus activities regularly include the annual Christmas Concert, the Mississippi Junior College Choral Festival, and the Spring Festival. Off-campus concerts are given in schools from the Hinds Junior College district and churches in the area. The Girls' Ensemble, also chosen by audition, assists the choir in its performances.

The Clefs are the personality singing group from the Music Department and make numerous appearances other than those with the Concert Choir. They have appeared in the Coffee Houses in the Mississippi Arts Festival, and for various civic organizations.

**DECA CLUB** — Deca identifies the program of youth activity relating to Distribution and Marketing Technology — Distributive Education Clubs of

America — and is designed to develop future leaders for marketing and distribution. Its purposes are (1) to develop a respect for education in marketing and distribution which will contribute to occupational competence, and (2) to promote understanding and appreciation for the responsibilities of citizenship in our free, competitive enterprise system. Membership in this club is limited to Distribution and Marketing Technology students.

**HI-STEPPERS** — A precision dance and drill team, the Hi-Steppers, a companion group to the Hinds Parade Band, has won acclaim at such events as New Orleans' Mardi Gras parades and balls; the National American Legion and Forty and Eight convention in St. Louis; the Junior Rose Bowl in Pasadena, California; the National Junior Chamber of Commerce Convention in Colorado Springs; the Gator Bowl in Jacksonville, Florida, with network television coverage; and numerous parades, state conventions, and civic programs. It won the national championship trophy as the outstanding group in the 1957 Mardi Gras parade. Also, it won a national trophy at the Junior Chamber of Commerce Convention in Buffalo, New York. The group has performed for Congress in Washington, D. C. An outstanding performance at the Sugar Bowl Game in January, 1961, delighted approximately 82,000 football and 60 million TV fans. The Hi-Steppers also participated in the Miss America Parade in Atlantic City in September, 1962. The team was the feature attraction at the Blue-Gray Football Game in Montgomery, Alabama, December, 1963. Along with its dancing ability has grown a set of professional props and costumes.

**STUDENT HOME ECONOMICS ASSOCIATION** — Membership is open to college home economics students and to others interested in this field. Its purpose is to bring home economics students into closer relationships; to train for leadership and citizenship; and to give information about professions that are open to girls trained in home economics. The club sends representatives to state conventions. It is affiliated with both state and national organizations.

**PRE-PHARMACY CLUB** — The Pre-Pharmacy Club is an organization for students majoring in Pharmacy. Its purpose is to provide the student with information concerning his chosen field. This information includes job opportunities, trends in pharmacy education, and requirements for entrance into the various pharmacy schools.

**STUDENT MEA** — The Hinds Junior College student chapter of the Mississippi Education Association is composed of students preparing to teach. Its purposes are to develop an understanding of the teaching profession; to acquaint members with the history, ethics, organization, policies, and programs of education associations; to interest capable young men and women in teaching as a career; and to provide practical experience in meeting responsibilities and problems of the profession and of society.

**STUDENT NURSES ASSOCIATION** — The Hinds Association of Student Nurses is a member of the Jackson District, State and National Association

## The Students

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of Student Nurses. Its membership is limited to students in nursing. The purpose of this organization is to stimulate interest in and provide opportunity for participation in programs of the professional organizations. Its monthly meetings consist of talks by leaders in the health field and discussion of trends in nursing practice.

## SCHOLASTIC AND HONORARY ORGANIZATIONS

**PHI THETA KAPPA** — A Chapter of Phi Theta Kappa, a non-secret national scholastic society for junior colleges, is composed of those students whose grades rank in the upper ten percent of the college enrollment and who receive the unqualified nomination of the faculty committee appointed to study their records in character and citizenship and of the active members. Each year groups of students attend the National Convention of this organization.

**PHI RHO PI** — Phi Rho Pi is a national honorary forensic fraternity. The local Mississippi Alpha Chapter was chartered in May of 1967. Membership is strictly honorary.

It can be won through participation in a forensic contest of collegiate rank in a junior college with a Phi Rho Pi Chapter.

## CIVIC AND SERVICE ORGANIZATIONS

**ASTRA CLUB** — Astra, organized in January of 1967, is a service club for girls authorized by Altrusa International and sponsored by the Altrusa Club of Jackson for young women between 17 and 20 years of age. Ability, Service, Training, Responsibility, and Achievement, from which the name Astra is derived, describe the qualities fostered by the club. Astra was the first service club for women organized on the campus.

**BLACK STUDENT ASSOCIATION** — The Black Student Association is an organization designed to promote harmony and unity among black students on campus. Its activities include weekly meetings, general rap sessions, dances, memorial services for black's who have made eminent contributions toward the goal of general equality for all men. It encourages its members to become candidly involved in all activities of the college and community family of which they are a part. Membership in this organization is open to all black students who have a genuine interest in the purpose for which this organization was designed.

**CIRCLE "K" CLUB** — The Circle "K" Club is a civic organization sponsored by the North Jackson Kiwanis Club. The objectives of the club are to promote for its members good fellowship and high scholarship; to serve the college, the community, and the state; to give primacy to the human and spiritual rather than to the material values of life; and to develop within its members a high degree of serviceable citizenship. Membership in the club is based on scholarship and citizenship and approval of the Board of Directors.

**CIVITAN CLUB** — The Collegiate Civitan Club of Hinds Junior College is a service club sponsored by the Jackson Civitan Club. The objectives of the club are to emphasize the advantages of the American-Canadian way of life; to promote good fellowship and high scholarship; to serve on the campus and in the community; to provide an opportunity for leadership through service; to encourage the daily living of the Golden Rule; and to be "Builders of Good Citizenship." Membership is by invitation, based upon citizenship, scholarship and approval of the Board of Directors.

**SAMOTHRACE** — The Samothrace Club is a service organization sponsored by the Business and Professional Women's Club of Jackson. Activities are in accordance with the Club's objectives which are in part to provide an opportunity for leadership training, to prepare for intelligent and serviceable citizenship, to emphasize education as a continuing lifelong process and to elevate the standards for women in business and in the professions. Membership is open to female students, both freshmen and sophomores, who meet the scholastic requirements as set forth in the Constitution of the Samothrace Club.

## PUBLICATIONS

**THE EAGLE** — The Eagle, the campus yearbook, is published by students who win places on the staff by demonstrating their interest and ability. No previous experience is necessary, but originality is a great asset.

**HINDSONIAN** — Monthly newspaper, published by student staff, offers positions in reporting, feature writing, editorials, sports, circulation, and layout work. One evening a week is required to prepare the paper for the printers. Positions as editors and managers are open after experience has been gained.

## ATHLETICS AND RECREATION

**INTERCOLLEGiate** — Hinds Junior College is a member of the Mississippi Junior College conference and competes with other colleges in intercollegiate football, basketball, track, tennis, and golf.

**MEN'S INTRAMURALS** — Competitive Team sports are conducted in flag football, basketball, and softball. Units of competition (teams) are composed of dormitories, commuters, and recognized campus organizations. Regularly enrolled male students are eligible to participate in intramural activities except those students who are members of related varsity teams at Hinds, or who have been awarded a freshman numeral or varsity letter at the collegiate level in the related sport. Round-robin scheduling is followed.

The calendar of events includes:

September, October, November	Flag Football
December, January, February	Basketball
March, April, May	Softball

**WOMEN'S RECREATION ASSOCIATION** — The objective of the Women's Recreation Association is to organize and stimulate a wholesome program of athletic activities for the girls of Hinds Junior College. Competition, along with the enjoyment and development of sportsmanship and character, are stressed in the various activities.

Any college girl, passing her academic subjects, is eligible for membership in WRA. Each member pays annual dues of \$1.00. Regular meetings are held for the official council.

The calendar of events include:

October	Volleyball Tournament
November, December	Powder Puff Football Game
January, February	Basketball Tournament
March, April	Archery Tournament, Softball
May	Tennis Tournament

**RENAISSANCE CHESS CLUB** — The purpose of the Renaissance Chess Club is to provide companionship and competition for anyone interested in chess at Hinds Junior College. Any student or faculty member is welcome. There are separate classifications for beginners, intermediate, and advanced players so that anyone can play at his or her level.

## RELIGIOUS ORGANIZATIONS

Baptist Student Union	Newman Club
Cantebury Club	Wesley Foundation
Christian Foundation	Westminister Fellowship
Church of Christ	

## ACADEMIC AWARDS

In spring of each year, each major department of the college recognizes the sophomore student from its department who has achieved the most outstanding academic accomplishments.

## ALUMNI ASSOCIATION

The Alumni Association holds annual meetings in conjunction with Homecoming. Activities include informal social hour, campus tours, banquet, election of officers, and recognition of an alumnus or alumna of the year.

Past recipients of the Alumnus of the Year Award are: Honorable John Bell Williams (Governor); Dr. Thad Thrash (Executive Secretary, Board of Trustees, Institutions of Higher Learning); Mr. Clifford Charlesworth (NASA); Honorable A. F. Summer (Attorney General) and Honorable Charles Griffin (United States Congressman).

# ACADEMIC REGULATIONS

## GRADING SYSTEM

Grades are indicated by letters as follows:

A—Excellent; B—Good; C—Average; D—Poor; F—Failure and/or Unofficial Withdrawal; I—Incomplete; W—Official Withdrawal; AU—Audit.

## REMOVAL OF INCOMPLETE GRADE

An incomplete grade is assigned a student if, upon completion of a report period, he has been ill or some unavoidable circumstance has kept him from taking his examination or meeting other requirements of the course. An incomplete grade is not allowable on the basis of course deficiencies not caused by unavoidable circumstances. If an incomplete grade is not removed during the succeeding nine weeks period, the grade automatically becomes an "F".

## REPORTS

Mid-Semester Progress reports are mailed to parents or guardians. Final semester grades are mailed at the end of each semester. The Academic Dean or faculty members may issue deficiency reports for students who are failing or who are not working to capacity at any given time during a semester.

## QUALITY POINTS

A minimum quality point average of 2.0 on ALL HOURS ATTEMPTED is required of students receiving diplomas from Hinds Junior College. An exception to the requirement of 2.0 on all hours attempted for the receiving of a diploma may be made in cases where a student takes semester hours in excess of those necessary for the receiving of his degree. A student in this category has the privilege of specifying (in the Office of the Registrar and on special forms provided for that purpose) the credit from that earned and that being pursued which he elects to fulfill the requirements for the degree he is seeking. The total number of quality points necessary, in this case, must be not less than twice the total number of semester hours specified—a minimum 2.0 overall average on the elected courses.

Quality Points  
Per Sem. Hour

A—4

B—3

C—2

D—1

F—0

## The Students

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A quality point average is determined by dividing total number of quality points earned by the total semester hours of credit attempted.

A student may repeat a course already completed and in which credit has been earned in order to better the quality of his work. In computing scholastic averages in these cases, all attempts will be considered.

## EXAMINATIONS

Examination schedules are released in advance of the end of a semester or a term. All students are expected to take semester examinations at the time designated on the schedule. A student absent from a final examination who has made no report of personal illness or other emergencies to an official of the college will be given a grade of "F" for the course. Students who report emergencies before their scheduled examination or before the ending date of the semester and who are approved for a postponed examination will be given a grade of "Incomplete." The Incomplete grade must be removed during the succeeding nine weeks period.

## WITHDRAWAL FROM SCHOOL

A student who finds it necessary to withdraw for any reason during a semester should secure a Withdrawal Permit from the registrar's office. It is most desirable for a student to leave with a clear record. Honorable dismissal is, generally speaking, a requirement for admission to any other college and it is only when clear records are left that good recommendations can be given prospective employers. A student who follows the correct procedure in withdrawing from school will receive as grades in subjects carried "W"—Official Withdrawal. No student, however, will be allowed an official withdrawal from school or from a class after final examinations for the semester have begun.

Academic regulations of Probation and Suspension, (page 36 of the catalog) apply to all students enrolled in Hinds Junior College after September 5. A student who withdraws after September 5 because of providential circumstances and who receives an academic rating of Suspension at the end of the semester may petition the Committee on Admissions for a change in his status. This petition for change should originate in the office of the Academic Dean.

If a student leaves school before the completion of a semester and fails to properly withdraw or to notify a college official within two weeks after the last class attendance, grades of F will be assigned on all courses carried.

## DROPPING A COURSE

If a student wishes to drop a course, he should file a notice of formal withdrawal from the class in the Office of the Registrar. No student, however, may file a notice of withdrawal from a class after final examinations for the semester have begun.

Classes officially dropped by the procedure described in the paragraph above carry a grade of "W"—Official Withdrawal. Failure to officially withdraw from a course results in an "F" grade.

## AUDITING A COURSE

To audit a course means to enroll in the course and attend in the usual manner, but without credit or a grade. A student may, in special cases, be permitted to audit courses for review purposes and not for the purpose of raising a grade where college credit has already been earned. Students may NOT audit for preview purposes. A grade of AU (no grade, no credit, no quality points) will be recorded on the student's permanent record. Audit courses must be counted as a part of the total maximum load taken by regularly enrolled students.

The auditing of a course should not be confused with repeating a course to raise a grade. In computing scholastic averages (as explained under QUALITY POINTS), the credit carried by a course will be considered if a course is being repeated to better a grade where credit has already been earned.

## STUDENT LOAD

The normal load for a student in good standing during a regular semester is five academic courses or a total of from 15 to 17 semester hours of college credit plus physical education. In special cases and where a student's good record warrants it, a maximum load of from 18 to 19 academic hours (normally six academic courses) plus physical education may be carried. The recommended load for a student on academic probation is a maximum of 14 semester hours or 4 academic courses. The minimum load for a full-time student is 12 semester hours. Students taking less than 12 semester hours are classed as "Part-Time" students.

A full-time student who finds it desirable to decrease his load during a semester to less than 12 semester hours should secure the permission of the Academic Dean. The student who becomes part-time must earn a minimum of 9 semester hours with a 1.5 quality point average in order to achieve an acceptable academic status at the end of the semester.

It is recommended that students who are engaged in outside employment in addition to attending Hinds Junior College give careful consideration to a reduced college load. The reduced load will, of course, be in proportion to the hours of work each week required by the outside employment.

A dormitory student is required to take a minimum of three courses out of his total load in the afternoon. The college day is from 8:00 A.M. until 4:00 P.M. Due to a critical classroom shortage all students, including commuting students, who can make arrangements should take half their courses in the afternoon. If this policy creates a conflict in the student's total schedule an appeal can be made to the Office of the Dean of Students. Any appeal must be accompanied by a written statement from an employer or any other person directly responsible for the conflict.

## CLASSIFICATION OF STUDENTS

Classification of students at Hinds Junior College is as follows:

Freshman—a student who has earned fewer than 24 semester hours of college credit.

## The Students

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Sophomore—a student who has earned 24 or more semester hours of college credit.

Part-time Student—a student who is enrolled in less than 12 semester hours of work in a given semester.

## HONOR STUDENTS

At the end of each semester the names of honor students are published. A full-time student receiving a quality point average of 3.6 or above is placed on a "Special Honors" list; one with 3.2 - 3.5 is carried on an "Honors" list.

A student graduating from Hinds Junior College with a quality point average of 3.6 or above is graduated with "Special Honors." Students graduating with a quality point average of 3.2 - 3.5 are graduated with "Honors." The quality point average is determined by dividing the total number of quality points earned by the total semester hours of work attempted (hours transferred as well as hours earned at Hinds Junior College).

## TRANSCRIPTS

Any student who has fulfilled his financial obligations to the college will be furnished two transcripts of his credits without charge. A fee of \$1.00 will be charged for each additional copy.

## ACADEMIC PROBATION AND SUSPENSION

At the end of any given semester a student who has failed to progress in his field of work may be placed on academic probation or asked to withdraw from Hinds Junior College. Probationary status is designed to warn the student of his scholarship deficiency and to attempt to help him improve by making suggestions which should result in better college achievement. Academic discipline is designed to impress upon the student that colleges, at the present time, are extremely crowded and that priority MUST BE given the student who can and will satisfactorily pursue his college program.

A regularly enrolled student who fails to achieve a quality point average of at least 1.5 on the work attempted and who fails to earn a minimum of nine semester hours at the end of a given semester will be placed on probation for the succeeding semester. A student who does not achieve a quality point average of 1.5 and earn a minimum of 9 semester hours at the end of his probationary semester will be ineligible for re-admission to Hinds Junior College until the lapse of one semester. A regularly enrolled Hinds Junior College student on academic suspension who wishes to change from a transfer college program of studies to one of the terminal programs offered in Hinds Junior College may petition the Academic Dean for immediate readmission.

If a student on Academic Probation at another college is approved for transfer to Hinds Junior College, he will be entered on Academic Probation. Students other than those on Probation may be admitted only on Probation if their prior college record falls below a certain academic achievement. Recommended loads for students on Academic Probation will be a maximum of 14 semester hours or 4 courses excluding physical education for the first regular semester of attendance.

A student having served an Academic Suspension period from any college, if approved for Admission to Hinds Junior College, will be admitted on Academic Probation; and his recommended load will be a maximum of 14 semester hours for his first regular semester of attendance.

## ABSENCES AND TARDIES

Absenteeism is strongly discouraged at Hinds Junior College—there is no system of “cuts.” A student absent from a previously assigned test, report, examination or written classroom work will NOT be allowed to make up the work unless he is given permission by the Attendance Committee. Within three days after his return to class the student must file in the office of the Academic Dean a petition to make up his work.

Faculty members will report to the Academic Dean a student whose excessive absences are endangering his progress in any given course. Three tardies are equivalent to one absence. Upon receipt of such notice, the Dean shall take whatever action he sees fit, but such action shall include in each case sending a notice to the student, to the student's parents, and the student's instructor. A student will be dropped from the class roll with a grade of F when the Academic Dean receives a second “excessive absence notice” unless the student can furnish evidence to the Attendance Committee that his excessive absences were for valid reasons.

A student will be dropped from a class or classes with a grade of F for the following reasons:

1. When the Academic Dean receives a second “excessive absence notice” from an instructor.
2. Any circumstance that would cause the student's attendance to fall below 80% during the semester. This policy also applies to absences incurred when students are officially representing the college.

Cumulative absences in each class are recorded as a permanent part of a student's record in the office of the registrar.

## REQUIREMENTS FOR DEGREES

Hinds Junior College grants two Associate Degrees—the Associate in Arts and the Associate in Applied Sciences.

**ASSOCIATE IN ARTS DEGREE.** This degree is conferred on students who complete requirements for graduation in various arts and science programs, the pre-professional programs, and programs designed for transfer from Hinds Junior College to senior colleges and universities.

Specific requirements for graduation and the receiving of an Associate in Arts degree are carried under PROGRAMS OF STUDY — beginning on page 43 of this catalog. General college majors and those who have not yet selected a specialized field of study should follow the Programs of Study entitled “General Program,” outlined on page 49.

**ASSOCIATE IN APPLIED SCIENCE DEGREE.** This degree is conferred on students who complete requirements for graduation in the various two-year terminal technical programs or any of the applied science fields offered at Hinds Junior College.

Specific requirements for graduation and the receiving of an Associate in Applied Science Degree are carried under PROGRAMS OF STUDY — beginning on page 43 of this catalog.

### **APPLICATION FOR GRADUATION AND A DEGREE**

Any student wishing to apply for a diploma and for one of the degrees conferred by Hinds Junior College must make formal application for the specific degree he intends to receive. Appropriate application forms are provided for this purpose. No student will be graduated and a degree awarded until all of the requirements for the degree for which he has applied have been met.

Applicants for degrees at the end of the first semester of a school session should submit their formal application to the office of the Registrar by December 1; for the second semester, by February 15. Candidates for degrees in the summer school should make their applications within two weeks after their registration in the term preceding the completion of their work.

A student may be graduated under the requirements of the published catalog for the current session or under the graduation requirements of the published catalog for the year in which he entered Hinds Junior College. Requirements, however, may not be divided between the two.

The Graduation fee of \$13.00 covers the cost of diploma, cap, gown, and standard junior college academic hood.

A graduating sophomore — one actually taking a diploma and degree — is eligible for exemption from the final examination in a subject in which a grade of "B" or better is achieved during the semester preceding graduation.

Transfer students must complete their last 12 semester hours of credit in residence in order to receive a diploma and a degree from Hinds Junior College.

# LEARNING RESOURCES SERVICE

REGINA W. GOODWIN, B.A., M.S.  
DOROTHY ANN ISRAEL, B.S., M.B.E., M.L.S.  
EARLINE V. MAGERS, B.S., M.S.  
ALICE H. MARGOLIS, B.A.  
VIRGINIA MAYFIELD RIGGS, B.A., M.A.  
T. DALE SELLERS, B.S.  
NORMA B. WALL, B.S., M.L.S.

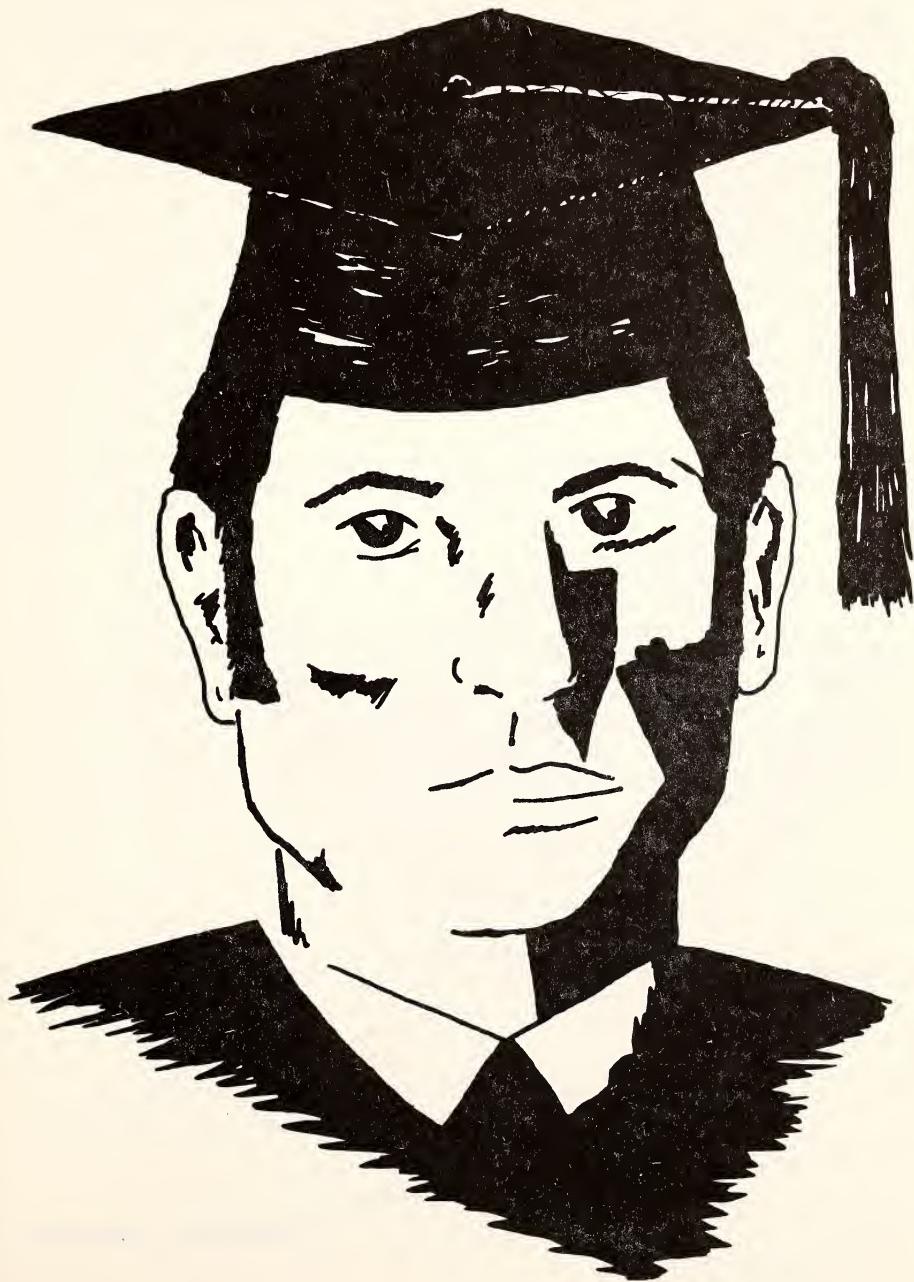
At Hinds Junior College the library functions as a learning resources center. As such, it is a vital part of the educational program of the college. The services offered include those associated with both the traditional book-oriented library and the comparatively new multi-media concept.

The library collection contains approximately 40,000 volumes of books and bound periodicals and hundreds of pamphlets and clippings. Around 300 periodicals and newspapers are regularly received. A growing collection of non-book materials, such as audio and video tapes, phonorecords, microfilm, slides, film loops, and filmstrips, is available for student and faculty use. Selected with both academic and leisure needs in view, these materials vary in type from the recreational to the professional and technical and cover a wide range of interests.

A dial access system for retrieving both audio and video tape programs is available in the Educational Media Laboratory. This equipment and conventional audiovisual equipment may be used on an individual basis as well as for classes. Programs originating in the Educational Media Laboratory can be accessed and controlled remotely in the Science Building, the Fine Arts Building and the Academic Building with further expansion of the system contemplated.



# THE PROGRAMS



# PART THREE

SOME OF THE PROGRAMS OF STUDY (Not an exhaustive list; suitable combination of courses may be made to form other fields of study.)

**TRANSFER PROGRAMS** — successful completion leading to an Associate in Arts Degree.

Agriculture, Education

Agriculture, General

Architecture

Art

Business

Dental, Pre

Education, Elementary

Education, Secondary

Engineering

General

Home Economics

Industrial Education

Industrial Technology

Journalism

Law, Pre

Medical Technology

Medicine, Pre

Music

Pharmacy, Pre

Physical Education

Physical Science

Secretarial Science

Speech

Veterinary, Pre

**TECHNICAL PROGRAMS** — successful completion leading to an Associate in Applied Science Degree.

Agriculture Technology (Livestock and Engineering)

Airframe and Power Plant Maintenance Technology

Commercial Design and Advertising

Cytotechnology

Electronic Data Processing

Distribution and Marketing Technology

Drafting and Design Technology

Electronics Technology

Fire Science

Hotel-Motel Management

Mechanical Technician

Medical Laboratory Technician

Medical Record Science

Nursing Science

Police Science

Radiologic Technology

Refrigeration & Air Conditioning Technology

Respiratory Therapy Technology

Secretarial Science

Secretarial Science, Cooperative

The outlines which follow have been worked out for the special interest of those students who are scheduling work with the expectation of meeting requirements for graduation at Hinds Junior College and (upon completion of junior college work) are expecting to enter a senior college or to enter a specialized field of work.

Requirements for graduation in a specialized field of study not carried in this section of the catalog may be met by complying with the catalog requirements of the first two years of the four-year accredited college or university to which the student specified (at the beginning of the semester preceding graduation) he will transfer. A student who successfully completes the freshman and sophomore years in pursuit of a degree as outlined by the regionally accredited degree granting senior college or university to which the student specifies (at the beginning of the semester preceding graduation) he will transfer will be considered as having met the graduation requirements at Hinds Junior College.

English requirements under the various programs may be satisfied by: Composition, 6 semester hours; additional composition and/or literature, 6 semester hours.

## Lower Division Four-Year College Curricula

The lower division four-year college curricula are designed for students who desire later to transfer with junior standing to one of the four-year colleges in Mississippi. It should be clearly understood by the student that different institutions have their own requirements, and students should consult the latest catalog of the college in which they are interested.

### AGRICULTURAL EDUCATION

#### Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
CHE 1311, 1321	Principles of Chemistry Lab I & II . . . . .	2
CHE 1313, 1323	Principles of Chemistry I & II . . . . .	6
BIO 1314	Botany I . . . . .	4
BIO 2414	Zoology I . . . . .	4
**	Mathematics . . . . .	3
HPR 1111,1121	General PE Activities I & II . . . . .	2
**	Agriculture . . . . .	7

## The Programs of Study

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Sophomore		
**	English . . . . .	3
**	Speech . . . . .	3
**	Economics . . . . .	3
**	History . . . . .	6
ART 1123	Understanding the Visual Arts or	
MUS 1113	Music Appreciation . . . . .	3
HPR 1213	Personal & Community Health . . . . .	3
**	Agriculture . . . . .	7
**	Psychology . . . . .	3
**	Electives . . . . .	3
		34

\*\*Student will select with Program Adviser.

## GENERAL AGRICULTURE

### Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
**	Mathematics . . . . .	3
BIO 1314	Botany I . . . . .	4
BIO 2414	Zoology I . . . . .	4
CHE 1311, 1321	Principles of Chemistry Lab I & II . . . . .	2
CHE 1313, 1323	Principles of Chemistry I & II . . . . .	6
HPR 1111, 1121	General PE Activities I & II . . . . .	2
**	Agriculture . . . . .	7
		34

### Sophomore

**	History . . . . .	3
**	Political Science . . . . .	3
**	Economics . . . . .	3
**	Speech . . . . .	3
**	Agriculture . . . . .	9
**	Electives . . . . .	10

31

\*\*Student will select with Program Adviser.

## ARCHITECTURE

### Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
GRA 1132	Graphic Communications . . . . .	2
GRA 1142	Visualization & Graphic Design . . . . .	2
*MAT 1313	College Algebra . . . . .	3
*MAT 1323	Trigonometry . . . . .	3
MAT 1823	Calculus I . . . . .	3
ART 1413, 1423	Design I & II . . . . .	6
HPR 1111, 1121	General PE Activities I & II . . . . .	2
SOC 2113	Introduction to Sociology . . . . .	3
**	Electives (if desired or needed) . . . . .	3 or 6
		33 or 36

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## The Programs of Study

### Sophomore

ENG 2233, 2243	English Literature I & II . . . . .	6
MAT 1833, 2263	Calculus II & III . . . . .	6
PHY 2434, 2444	General Physics I & II . . . . .	8
PSY 1513	General Psychology I . . . . .	3
ECO 2113	Principles of Economics I . . . . .	3
HIS 1113, 1123	Western Civilization I & II . . . . .	6
**	Electives (if desired or needed) . . . . .	3
		35

\*Deficiency Courses — for those without sufficient background for Calculus I.

\*\*Student will select with Program Adviser.

### ART

#### Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
**	History . . . . .	6
HPR 1111, 1121	General PE Activities I & II . . . . .	2
**	Language OR Laboratory Science . . . . .	6 or 8
ART 1313, 1323	Drawing I & II . . . . .	6
ART 1413, 1423	Design I & II . . . . .	6
ART 1123	Understanding the Visual Arts . . . . .	3
		35 or 37

#### Sophomore

ENG 2233, 2243	English Literature I & II . . . . .	6
PSY 1513	General Psychology I . . . . .	3
SPT 1113	Oral Communication . . . . .	3
HPR 1213	Personal & Community Health . . . . .	3
ART 2513, 2523	Painting I & II . . . . .	6
ART 2713 or 2723	Art History I or II . . . . .	3
**	Electives . . . . .	6
		30

\*\*Student will select with Program Adviser.

### GENERAL BUSINESS

#### Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
HPR 1111, 1121	General PE Activities I & II . . . . .	2
HIS 1113, 1123	Western Civilization I & II OR	
HIS 2213, 2223	American History I & II . . . . .	6
PSC 1113	American National Government . . . . .	3
MAT 1313	College Algebra OR	
MAT 1423	Basic Concepts of Mathematics I . . . . .	3
MAT 1433	Basic Concepts of Mathematics II . . . . .	3
**	Typewriting (if desired or needed) . . . . .	3
**	Electives . . . . .	6
		32

The Programs of Study

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Sophomore

ENG 2233, 2243	English Literature I & II . . . . .	6
ECO 2113, 2123	Principles of Economics I & II . . . . .	6
BAD 2413	Business Law I	
	OR	
**	Elective . . . . .	3
ACC 1214, 1224	Principles of Accounting I & II . . . . .	8
PSY 1513	General Psychology I	
	OR	
SOC 2113	Introduction to Sociology . . . . .	3
SPT 1113	Oral Communication . . . . .	3
**	Electives . . . . .	3
		<u>32</u>

\*\*Student will select with Program Adviser. Recommended electives: PSY 1523 — General Psychology II (six semester hours of Psychology required for University of Mississippi); PSC 1123 — American State & Local Government (required for University of Mississippi); SCIENCE (at least six semester hours required except for University of Mississippi). NOTE: Students expecting to transfer to Mississippi College should take MAT 1423 but not MAT 1433; those expecting to transfer to Mississippi State may take either MAT 1313 or MAT 1423 and MAT 1433; those expecting to transfer elsewhere should take MAT 1313 and MAT 1433.

PRE-DENTAL

Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
HPR 1111, 1121	General PE Activities I & II . . . . .	2
CHE 1211, 1221	General Chemistry Laboratory I & II . .	2
CHE 1213, 1223	General Chemistry I & II . . . . .	6
BIO 2414, 2424	Zoology I & II . . . . .	8
MAT 1313	College Algebra . . . . .	3
MAT 1323	Trigonometry . . . . .	3
**	Electives . . . . .	3
		<u>33</u>

Sophomore

ENG 2233, 2243	English Literature I & II . . . . .	6
CHE 2422, 2432	Organic Chemistry Laboratory I & II . .	4
CHE 2423, 2433	Organic Chemistry I & II . . . . .	6
PHY 2434, 2444	General Physics I & II . . . . .	8
**	Electives . . . . .	9
		<u>33</u>

\*\*Student will select with Program Adviser. Recommended electives include courses in Language, English, Government, Economics, Psychology, Sociology, and Graphics.

## ELEMENTARY EDUCATION

### Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
**	History . . . . .	6
**	Science . . . . .	*6 or 8
GEO 1123	Principles of Geography . . . . .	3
PSY 1513	General Psychology I . . . . .	3
SPT 1113	Oral Communication . . . . .	3
**	Fine Arts . . . . .	3
HPR 1111, 1121	General PE Activities I & II . . . . .	2
		<u>32 or 34</u>

### Sophomore

ENG 2233, 2243	English Literature I & II . . . . .	6
**	Science . . . . .	*6 or 8
PSY 2513	Child Psychology . . . . .	3
HPR 1213	Personal & Community Health . . . . .	3
MAT 1723	The Real Number System . . . . .	3
MAT 1733	Informal Geometry & Algebra . . . . .	3
**	Social Studies Elective . . . . .	3
**	Electives . . . . .	5
		<u>32 or 34</u>

\*Six or eight semester hours of Biological Science and six or eight semester hours of Physical Science. (May be three hours in one and nine in the other.)

\*\*Recommended electives (to be selected with Program Adviser): Sociology, Political Science, History, Art, Music, Home Economics, Psychology.

## SECONDARY EDUCATION

### Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
**	History . . . . .	6
**	Science . . . . .	*6 or 8
GEO 1123	Principles of Geography . . . . .	3
**	Electives . . . . .	3
SPT 1113	Oral Communication . . . . .	3
**	Fine Arts . . . . .	3
HPR 1111, 1121	General PE Activities I & II . . . . .	2
		<u>32 or 34</u>

### Sophomore

ENG 2233, 2243	English Literature I & II . . . . .	6
**	Science . . . . .	*6 or 8
**	Mathematics . . . . .	3
**	Social Studies . . . . .	6
**	Electives from teaching field . . . . .	11
		<u>32 or 34</u>

\*Six or eight semester hours of Biological Science and six or eight semester hours of Physical Science.

\*\*To be selected with Program Adviser.

**ENGINEERING****Freshman**

ENG 1113 or 1123	English Composition I or II . . . . .	3
HPR 1111, 1121	General PE Activities I & II . . . . .	2
*MAT 1313	College Algebra . . . . .	3
*MAT 1323	Trigonometry . . . . .	3
MAT 1823, 1833	Calculus I & II . . . . .	6
CHE 1211, 1221	General Chemistry Lab I & II . . . . .	2
CHE 1213, 1223	General Chemistry I & II . . . . .	6
PSC 1113	American National Government . . . . .	3
GRA 1132	Graphic Communications . . . . .	2
GRA 1142	Visualization & Graphic Design . . . . .	2
PHY 2373	General Physics I . . . . .	3
HIS 2213 or 2223	American History I or II . . . . .	3

See Note below**Sophomore**

ENG 2233 or 2243	English Literature I or II . . . . .	3
PHY 2383, 2393	General Physics II & III . . . . .	6
MAT 2263, 2273	Calculus III & IV . . . . .	6
MAT 2253	Differential Equations . . . . .	3
***EGR 2413	Engineering Mechanics . . . . .	3
***EGR 2424	Electric Circuit Theory . . . . .	4
ECO 2113	Principles of Economics I . . . . .	3
**	Humanities OR Social Studies . . . . .	6
**	Electives (if desired) . . . . .	3

37

\*NOTE: Schools of Engineering begin the freshman engineering student with analytic geometry and calculus, presuming that high school algebra and trigonometry have given him the necessary background for those courses. Mat 1313 and 1323 are designed for the student who does not show sufficient proficiency in algebra and trigonometry to do the more advanced course (Mat 1823 — Calculus I). Credit earned in Mat 1313 and 1323 (Algebra and Trigonometry) cannot be applied toward a degree in schools of Engineering; students who show sufficient proficiency in these courses will be excused from taking them. The test for determining whether a student may by-pass the algebra and/or trigonometry for the 1972-73 session will be given May 13 and August 19 at 8:30 A. M. in Room 201 in the Administration Building.

\*\*Student will select with Program Adviser.

\*\*\*The student may elect Engr 2413 or 2424 or others required in his specified area of engineering at the senior college to which he will transfer.

## GENERAL PROGRAM

### (Course of Study Leading to a Bachelor's Degree)

This program is recommended for the student who has not yet decided on his field of study but who wishes to receive an Associate in Arts Degree from Hinds Junior College and to then transfer to a senior college to continue a program leading to a Bachelor's Degree. It is also recommended for the student who pursues a program designed in this section of the catalog as "Terminal," yet where the student wishes to continue this special field of training in a four-year college; and for the student who wishes to pursue a program of general academic subjects which will qualify him for an associate degree but which he may not necessarily transfer toward a senior college degree. Electives will be selected according to the particular needs and wishes of the student and the requirements of the college to which he expects to transfer.

#### Freshman

**	English . . . . .	6
HPR 1111, 1121	General PE Activities I & II . . . . .	2
**	History . . . . .	6
**	Mathematics and/or Science . . . . .	6
**	Electives . . . . .	<u>12</u>
		32

#### Sophomore

**	English . . . . .	6
**	Electives . . . . .	<u>26</u>
		32

\*\*Student will select with Program Adviser.

## HOME ECONOMICS

#### Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
HPR 1111, 1121	General PE Activities I & II . . . . .	2
SPT 1113	Oral Communication . . . . .	3
HPR 1213	Personal & Community Health . . . . .	3
HIS 1113, 1123	Western Civilization I & II . . . . .	6
HEC 1313	Elementary Clothing . . . . .	3
HEC 1213	Food Selection & Preparation . . . . .	3
CHE 1311, 1321	Principles of Chemistry Laboratory I&II OR	
CHE 1211, 1221	General Chemistry Laboratory I & II . . . . .	2
CHE 1313, 1323	Principles of Chemistry I & II OR	
CHE 1213, 1223	General Chemistry I & II . . . . .	<u>6</u>
		34

**Sophomore**

ENG 2233, 2243	English Literature I & II .....	6
PSY 1513	General Psychology I .....	3
**	Biology OR Chemistry .....	8
**	Government and/or Economics .....	6
HEC 2313	Clothing Construction .....	3
HEC 2213	Meal Management .....	3
**	Electives .....	<u>3</u>
		32

\*\*Student will select with Program Adviser. Recommended electives include Mathematics, Art, Sociology.

**INDUSTRIAL EDUCATION**

The course of study in Industrial Education is for the purpose of preparing students to be teachers or coordinators in the field of Industrial Arts, Trade and Industrial Education, or Diversified Occupations. The first two years of training in any of the above mentioned professions are the same. Those who do not elect to teach will find themselves well prepared for industrial employment which should lead to supervisory and administrative positions in the training and production areas of industry.

**Freshman**

ENG 1113, 1123	English Composition I & II .....	6
GRA 1132	Graphic Communications .....	2
GRA 1142	Visualization & Graphic Design .....	2
PHY 2213	Physical Science Survey I .....	3
**	Mathematics .....	3
HIS 1113, 1123	Western Civilization I & II .....	6
PSC 1113	American National Government .....	3
HPR 1213	Personal & Community Health .....	3
HPR 1111, 1121	General PE Activities I & II .....	2
**	Electives .....	<u>3</u>
		33

**Sophomore**

ENG 2233, 2243	English Literature I & II .....	6
BIO 1314, 1324	Botany I & II .....	8
SPT 1113	Oral Communication .....	3
PSY 1513	General Psychology I .....	3
ART 1123	Understanding the Visual Arts OR	
MUS 1113	Music Appreciation .....	3
**	Electives .....	<u>9</u>
		32

\*\*Student will select with Program Adviser. Recommended electives include Psychology, Mathematics, Law, Sociology, Drafting, and Technical Courses.

## INDUSTRIAL TECHNOLOGY

This curriculum is proposed for students who are interested in being prepared to accept industrial employment which will lead to supervisory, administrative and other types of leadership positions in the production areas of manufacturing. Successful completion of this four-year curriculum should result in the student's having an excellent background in mathematics, science, and human relations, together with a degree of skill in the use of machines and tools and a knowledge of industrial process and materials. Such individuals should rapidly become capable of coping with the technical aspects of supervision and administration, and of dealing successfully with personnel.

### Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
GRA 1132	Graphic Communications . . . . .	2
GRA 1142	Visualization & Graphic Design . . . . .	2
HIS 1113, 1123	Western Civilization I & II . . . . .	6
MAT 1313	College Algebra . . . . .	3
MAT 1323	Trigonometry . . . . .	3
CHE 1211, 1221	General Chemistry Laboratory I & II . . . . .	2
CHE 1213, 1223	General Chemistry I & II . . . . .	6
HPR 1111, 1121	General PE Activities I & II . . . . .	2
**	Electives . . . . .	3
		<hr/>
		35

### Sophomore

PSY 1513	General Psychology I . . . . .	3
ECO 2113	Principles of Economics I . . . . .	3
SPT 1113	Oral Communication . . . . .	3
MAT 1823	Calculus I . . . . .	3
PSC 1113	American National Government . . . . .	3
PHY 2434, 2444	General Physics I & II . . . . .	8
**	Electives . . . . .	9
		<hr/>
		32

\*\* Student will select with Program Adviser. Recommended electives include Mathematics, Law, Drafting, and Technical Courses.

## JOURNALISM

### Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
JOU 1013	Practical Journalism . . . . .	3
JOU 1113	Principles of Journalism . . . . .	3
HPR 1111, 1121	General PE Activities I & II . . . . .	2
HIS 1113, 1123	Western Civilization I & II . . . . .	6
**	Mathematics OR Science . . . . .	6
**	Typing . . . . .	3
**	Electives . . . . .	3
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		32

The Programs of Study

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**Sophomore**

ENG 2233, 2243	English Literature I & II . . . . .	6
JOU 1413	History of Journalism . . . . .	3
JOU 2313	Photojournalism . . . . .	3
HIS 2213, 2223	American History I & II . . . . .	6
ECO 2113	Principles of Economics I . . . . .	3
PSC 1113	American National Government . . . . .	3
**	Electives . . . . .	<u>8</u>
		32

\*\*Student will select with Program Adviser. Recommended electives include courses in Language, Psychology, Shorthand, Typing, English, Sociology.

**PRE-LAW**

**Freshman**

ENG 1113, 1123	English Composition I & II . . . . .	6
HPR 1111, 1121	General PE Activities I & II . . . . .	2
HIS 1113, 1123	Western Civilization I & II . . . . .	6
PSC 1113	American National Government . . . . .	3
PSC 1123	American State & Local Government . .	3
SPT 1113	Oral Communication . . . . .	3
SOC 2113	Introduction to Sociology	
	OR	
PSY 1513	General Psychology I . . . . .	3
**	Mathematics or Science . . . . .	<u>6</u>
		32

**Sophomore**

ENG 2233, 2243	English Literature I & II . . . . .	6
HIS 2213, 2223	American History I & II . . . . .	6
ECO 2113	Principles of Economics I . . . . .	3
ACC 1214, 1224	Principles of Accounting I & II . . . .	8
**	Electives . . . . .	<u>9</u>
		32

\*\*Student will select with Program Adviser. Foreign Language is recommended.

**MEDICAL TECHNOLOGY**

(Transfer Program)

**Freshman**

ENG 1113, 1123	English Composition I & II . . . . .	6
HPR 1111, 1121	General PE Activities I & II . . . . .	2
CHE 1211, 1221	General Chemistry Lab I & II . . . . .	2
CHE 1213, 1223	General Chemistry I & II . . . . .	6
BIO 2414, 2424	Zoology I & II . . . . .	8
**	Social Studies . . . . .	6
MAT 1313	College Algebra . . . . .	3
MAT 1323	Trigonometry . . . . .	<u>3</u>
		36

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The Programs of Study

Sophomore

ENG 2233, 2243	English Literature I & II . . . . .	6
CHE 2422, 2432	Organic Chemistry Lab I & II . . . . .	4
CHE 2423, 2433	Organic Chemistry I & II . . . . .	6
PHY 2434, 2444	General Physics I & II . . . . .	8
**	Psychology . . . . .	6

\*\*Student will select with Program Adviser. 30

PRE-MEDICINE

Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
HPR 1111, 1121	General PE Activities I & II . . . . .	2
CHE 1211, 1221	General Chemistry Lab I & II . . . . .	2
CHE 1213, 1223	General Chemistry I & II . . . . .	6
MAT 1313	College Algebra . . . . .	3
MAT 1323	Trigonometry . . . . .	3
BIO 2414, 2424	Zoology I & II . . . . .	8
**	Electives . . . . .	3

Sophomore

CHE 2422, 2432	Organic Chemistry Lab I & II . . . . .	4
CHE 2423, 2433	Organic Chemistry I & II . . . . .	6
ENG 2233, 2243	English Literature I & II . . . . .	6
PHY 2434, 2444	General Physics I & II . . . . .	8
**	Electives . . . . .	9

\*\*Student will select with Program Adviser. 33

MUSIC

Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
HPR 1111, 1121	General PE Activities I & II . . . . .	2
MUS 1214, 1224	Theory I & II . . . . .	8
**	Applied Music . . . . .	4 or 6
**	Choir or Band . . . . .	2
HIS 1113, 1123	Western Civilization I & II . . . . .	6
**	Electives . . . . .	3 or 6

31 or 36

Sophomore

ENG 2233, 2243	English Literature I & II . . . . .	6
MUS 2214, 2224	Theory III & IV . . . . .	8
**	Applied Music . . . . .	4 or 6
MUS 2133, 2143	Music Literature I & II . . . . .	6
**	Band or Choir . . . . .	2
**	Electives . . . . .	7

33 or 35

For voice, organ, and band majors, piano is required for two years. For piano and organ majors, accompanying and participation in band or choir is required for two years. For voice majors, choir is required for two years. For band majors, band is required for two years. Music 1112 may be applied toward theory requirements for junior college graduation.

**PRE-PHARMACY****Freshman**

ENG 1113, 1123	English Composition I & II . . . . .	6
MAT 1313	College Algebra . . . . .	3
MAT 1323	Trigonometry . . . . .	3
CHE 1211, 1221	General Chemistry Lab I & II . . . . .	2
CHE 1213, 1223	General Chemistry I & II . . . . .	6
BIO 2414, 2424	Zoology I & II . . . . .	8
HPR 1111, 1121	General PE Activities I & II . . . . .	2
**	Electives . . . . .	6
		<u>36</u>

**SOPHOMORE**

BIO 1314	Botany I . . . . .	4
PHY 2434, 2444	General Physics I & II . . . . .	8
CHE 2422, 2432	Organic Chemistry Lab I & II . . . . .	4
CHE 2423, 2433	Organic Chemistry I & II . . . . .	6
ECO 2113	Principles of Economics I . . . . .	3
MAT 1823	Calculus I . . . . .	3
**	Electives . . . . .	3
		<u>31</u>

\*\*Student will select with Program Adviser.

**NOTE:** Students expecting to transfer to the University of Mississippi should take six hours of electives the freshman year and Math 1823 (Calculus I) during the sophomore year. Suitable electives are Political Science, History, Psychology, and Sociology. A total of 75 hours may be transferred to the University of Mississippi School of Pharmacy. Microbiology is included in the first year of Professional Pharmacy at the University of Mississippi. Biology 2924, Microbiology, may be taken during the sophomore year to satisfy this requirement at the University of Mississippi. The University of Mississippi requires the completion of 4 semester hours of physical education activity courses. A student may take these courses at Hinds.

Students expecting to transfer to other schools of Pharmacy should also take six hours of electives during the freshman year and substitute an elective for Math 1823 in the sophomore year.

**PHYSICAL EDUCATION****Freshman**

ENG 1113, 1123	English Composition I & II . . . . .	6
HPR 1111, 1121	General PE activities I & II . . . . .	2
HPR 1213	Personal & Community Health . . . . .	3
**	Science . . . . .	6
HIS 1113, 1123	Western Civilization I & II . . . . .	6
HPR 1313	Intro. to Health, PE & Recreation . . . . .	3
**	Electives . . . . .	6
		<u>32</u>

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## The Programs of Study

### Sophomore

ENG 2233, 2243	English Literature I & II . . . . .	6
HPR 2111, 2121	General PE Activities III & IV . . . . .	2
PSY 1513	General Psychology I . . . . .	3
**	Science . . . . .	6
SPT 1113	Oral Communication . . . . .	3
**	Social Studies . . . . .	6
**	Fine Arts . . . . .	3
**	Electives . . . . .	3
		<u>32</u>

\*\*Student will select with Program Adviser.

## PHYSICAL SCIENCE

### Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
HPR 1111, 1121	General PE Activities I & II . . . . .	2
*MAT 1313	College Algebra . . . . .	3
*MAT 1323	Trigonometry . . . . .	3
MAT 1823, 1833	Calculus I & II . . . . .	6
**	Language or Social Studies . . . . .	6
CHE 1211, 1221	General Chemistry Lab. I & II . . . . .	2
CHE 1213, 1223	General Chemistry I & II . . . . .	6
PHY 2373	General Physics I . . . . .	3
		<u>37</u>

### Sophomore

ENG 2233, 2243	English Literature I & II . . . . .	6
**	Language or Social Studies . . . . .	6
CHE 2422, 2432		
2423, 2433	Organic Chemistry I & II . . . . .	10
	OR	
**	Math — Science elective . . . . .	6
PHY 2383, 2393	General Physics III & IV . . . . .	6
MAT 2263, 2273	Calculus III & IV . . . . .	6
		<u>30 or 34</u>

\*Mat 1313, 1323 regarded as deficiency courses in some colleges.

\*\*Student will select with Program Adviser.

## SPEECH

### Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
HPR 1111, 1121	General PE Activities I & II . . . . .	2
**	History . . . . .	6
**	Science . . . . .	8
SPT 1113	Oral Communication . . . . .	3
SPT 1153	Voice & Diction . . . . .	3
SPT 1123	Argumentation & Debate I . . . . .	3
**	Fine Arts . . . . .	3
		<u>34</u>

The Programs of Study

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Sophomore

ENG 2233, 2243	English Literature I & II . . . . .	6
SPT 2143	Oral Interpretation . . . . .	3
SPT 1213	Fundamentals of Theatre . . . . .	3
PSY 1513	General Psychology I . . . . .	3
**	Social Studies . . . . .	6
**	Electives . . . . .	<u>12</u>
		33

\*\*Student will select with Program Adviser.

**SECRETARIAL SCIENCE**

(Two-Year Transfer)

Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
HPR 1111, 1121	General PE Activities I & II . . . . .	2
**	History . . . . .	6
SSC 1203	Elementary Shorthand . . . . .	3
SSC 1213	Intermediate Shorthand . . . . .	3
SSC 1103	Elementary Typewriting OR	
SSC 1113	Intermediate Typewriting . . . . .	3
**	Science . . . . .	6
**	Electives . . . . .	<u>3</u>
		32

Sophomore

ENG 2233, 2243	English Literature I & II . . . . .	6
ECO 2113, 2123	Principles of Economics I & II . . . . .	6
ACC 1214, 1224	Principles of Accounting I & II . . . . .	8
SSC 2213	Advanced Shorthand . . . . .	3
**	Electives . . . . .	<u>9</u>
		32

\*\*Student will select with Program Adviser.

**PRE-VETERINARY**

Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
*MAT 1313	College Algebra . . . . .	3
*MAT 1323	Trigonometry . . . . .	3
MAT 1823	Calculus I . . . . .	3
BIO 2414, 2424	Zoology I & II . . . . .	8
CHE 1211, 1221	General Chemistry Lab I & II . . . . .	2
CHE 1213, 1223	General Chemistry I & II . . . . .	6
PSC 1113	American National Government . . . . .	3
HPR 1111, 1121	General PE Activities I & II . . . . .	<u>2</u>
		30 or 36

## Sophomore

CHE 2422, 2432	Organic Chemistry Lab I & II . . . . .	4
CHE 2423, 2433	Organic Chemistry I & II . . . . .	6
PHY 2434, 2444	General Physics I & II . . . . .	8
HIS 2213	American History I OR American History II . . . . .	3
**	Electives . . . . .	<u>13</u>
		34

\*Students are expected to have sufficient proficiency in algebra and trigonometry from high school to be placed (by appropriate tests) in Mathematics 1823. In cases where this is not true, the student will need to take Mathematics 1313 and/or Mathematics 1323 perhaps as deficiency credit.

\*\*Student will select with Program Adviser.

## COMMERCIAL DESIGN AND ADVERTISING

## Freshman

ENG 1113, 1123	English Composition I & II . . . . .	6
ART 1313, 1323	Drawing I & II . . . . .	6
ART 1413, 1423	Design I & II . . . . .	6
PSY 1513	General Psychology I . . . . .	3
DMT 1213	Salesmanship . . . . .	3
CDA 1123	Display Design . . . . .	3
CDA 1143	Commercial Design & Advertising Lab I . . .	3
HPR 1111, 1121	General PE Activities I & II . . . . .	<u>2</u>
		32

## Sophomore

CDA 2113, 2123	Basic Advertising Design I & II . . . . .	6
CDA 2153	Commercial Design & Advertising Lab II . . .	3
CDA 2163	Commercial Design & Advertising Seminar .	3
DMT 2213	Marketing . . . . .	3
DMT 2143	Advertising . . . . .	3
ART 1123	Understanding the Visual Arts . . . . .	3
**	Mathematics or Science . . . . .	3
**	Electives . . . . .	<u>9</u>
		33

## CYTO TECHNOLOGY

The work of the cytotechnologist is concerned with the science of cells. The primary objective of the training in this field is for the recognition of minute abnormalities in color, size and shape of cell substances that signal the presence of cancer. It is a profession designed to save many lives by the discovery of cancer, a disease of disordered cell growth that has grown to an almost epidemic stage, in early stages.

Students wishing to enter this program of study will be admitted only after approval of the department chairman. The applicant must arrange for a personal interview with the department chairman before registration.

## The Programs of Study

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Following the successful completion of the outline of work below and the receiving of an Associate in Applied Science Degree in May from Hinds Junior College, the student will enter on July 1 a six-month training program at the University of Mississippi Medical Center. An additional six months of clinical training in an approved hospital will entitle the trainee to take the examination of the Board of Registry of Medical Technologist for certification as a registered Cytotechnologist.

### Freshman

**	English . . . . .	6
**	Biolgoy . . . . .	6
**	Social Science . . . . .	6
**	Electives . . . . .	.12
**	Physical Education . . . . .	2
		<hr/>
		32

### Sophomore

**	Chemistry . . . . .	8
**	Biology . . . . .	6
**	Electives . . . . .	.18
		<hr/>
		32

\*\*Student will select with Program Adviser.

## DISTRIBUTION AND MARKETING TECHNOLOGY (Two-Year Terminal)

Students completing this program may choose from a broad selection of career opportunities in marketing and distribution. The graduate will have the opportunity to begin a career at any point from a beginning sales person to an owner or manager in the field of business. The program should enable the graduate to progress through the organizational hierarchy of any business dealing with the marketing and distribution of goods. Students wishing to major in this program will be admitted only after approval of the department chairman. The applicant must arrange for a personal interview with the department chairman before registration.

### Freshman

**	English . . . . .	6
PSY 1513	General Psychology I . . . . .	3
SPT 1113	Oral Communication . . . . .	3
DMT 1101	Occupational Orientation . . . . .	1
	OR	
DMT 1113	Occupational Orientation . . . . .	3
DMT 1123	Occupational Research . . . . .	3
DMT 1313	Business Mathematics	
	OR	
**	Mathematics (other) . . . . .	3
DMT 1213	Salesmanship . . . . .	3
DMT 2223	Retailing . . . . .	3
DMT 2213	Marketing . . . . .	3
HPR 1111, 1121	General PE Activities I & II . . . . .	2
**	Electives (if needed) . . . . .	2
		<hr/>
		32 or 34

**Sophomore**

ACC 1214	Principles of Accounting I .....	4
SSC 2523	Office Machines .....	3
DMT 2113	Marketing Research I .....	3
DMT 2123	Marketing Research II	
	OR	
**	Elective .....	3
DMT 2413	Advertising .....	3
DMT 2513	Principles of Management .....	3
ECO 2113	Principles of Economics I .....	3
BAD 2413	Business Law I .....	3
**	Social Studies .....	3
**	Electives .....	<u>3</u>
		31

\*\*Student will select with Program Adviser.

NOTE: Three semesters of on-the-job-training required or 9 semester hours of credit in on-the-job courses.

**ELECTRONIC DATA PROCESSING****(Two-Year Terminal)****Freshman**

**	English .....	6
EDP 1314	Data Processing I .....	4
EDP 1133	Absolute & Assembler Languages .....	3
ACC 1214, 1224	Principles of Accounting I & II .....	8
MAT 1313	College Algebra	
	OR	
MAT 1423	Basic Concepts of Math I .....	3
MAT 1323	Trigonometry	
	OR	
MAT 1433	Basic Concepts of Math II .....	3
EDP 1123	The Accounting Machine .....	3
EDP 1324	Data Processing II .....	4
HPR 1111, 1121	General PE Activities I & II .....	<u>2</u>
		36

**Sophomore**

EDP 2115	Computer Business Application .....	5
ECO 2113	Principles of Economics I .....	3
EDP 2123	Systems Analysis & Design I .....	3
EDP 2163	Systems Analysis & Design II .....	3
EDP 2133	Other Programming Languages .....	3
**	Social Studies .....	3
**	Electives .....	<u>9</u>
		29

\*\*Student will select with Program Adviser.

**MEDICAL LABORATORY TECHNICIAN****Freshman**

ENG 1113, 1123	English Composition I & II . . . . .	6
**	Chemistry Laboratory I & II . . . . .	2
**	Chemistry I & II . . . . .	6
CHE 2713	Chemical Computation . . . . .	3
BIO 1514, 1524	Anatomy & Physiology I & II	
	OR	
BIO 2414, 2424	Zoology I & II . . . . .	8
BIO 1512	Nephrology Lab . . . . .	2
BIO 1532	Nephrology . . . . .	2
BIO 2973	Immunohematology . . . . .	3
BIO 2924	Microbiology . . . . .	4
		<u>36</u>

**Sophomore**

BIO 1852	Introduction to Clinical Lab . . . . .	2
BIO 2932	Hematology Laboratory . . . . .	2
BIO 2933	Hematology . . . . .	3
CHE 2612	Clinical Chemistry Lab . . . . .	2
CHE 2613	Clinical Chemistry . . . . .	3
CHE 2823	Clinical Instrumentation . . . . .	3
**	Mathematics . . . . .	3
***MLS 2110, 2126	Clinical Experience I & II . . . . .	16
		<u>34</u>

\*\*Student will select with Program Adviser.

\*\*\*MLS 2110 prerequisite to MLS 2126

Graduation from the Medical Laboratory Technician Program qualifies the student to take a national examination for certification as a Medical Laboratory Assistant.

**MEDICAL RECORD TECHNICIAN****(Two-Year Terminal)**

The Medical Record Technician Program is designed to prepare students to work in the Medical Records Department of hospitals and other related health facilities and to meet the standards for an accredited record technician according to the American Medical Record Association. A varied program, including on the job training in an approved hospital, will give the student an opportunity to participate in a wide range of duties performed by this department of the hospital. Freshman students are encouraged to talk with the program director before registration, since enrollment is limited in this program.

This program is primarily for students who have an interest in medicine but do not desire direct patient contact.

**Freshman**

ENG 1113, 1123	English Composition I & II . . . . .	6
HPR 1111, 1121	General PE Activities I & II . . . . .	2
BIO 1514, 1524	Anatomy and Physiology I & II . . . . .	8
MRS 1113	Medical Record Science I . . . . .	3
MRS 1123	Medical Terminology . . . . .	3
MRS 1133	Medical Record Science II . . . . .	3
SEC 1113	Intermediate Typewriting . . . . .	3
SEC 1121	Machine Transcription . . . . .	1
SOC 2113	Introduction to Sociology . . . . .	3
**	Electives . . . . .	3
		<hr/>
		35

**Sophomore**

PSY 1513	General Psychology I . . . . .	3
MRS 2113	Medical Record Science III . . . . .	3
MRS 2133	Medical Record Science IV . . . . .	3
MRS 2147	Directed Practice I . . . . .	7
MRS 2157	Directed Practice II . . . . .	7
**	Electives . . . . .	9
		<hr/>
		32

\*\*Student will select with Program Adviser. Speech and Microbiology recommended.

**NURSING SCIENCE  
(Two-Year Terminal)**

Students who wish to major in Nursing Science will be admitted to the program after personal interview with and approval of the director of the department.

**Freshman**

ENG 1113, 1123	English Composition I & II . . . . .	6
BIO 1514, 1524	Anatomy & Physiology I & II . . . . .	8
PSY 1513, 1523	General Psychology I & II . . . . .	6
NUR 1118, 1128	Nursing Science I & II . . . . .	16
		<hr/>
		36

**Sophomore**

BIO 2924	Microbiology . . . . .	4
SOC 2113	Introduction to Sociology . . . . .	3
**	Science . . . . .	3
SPT 1113	Oral Communication	
	OR	
SOC 2213	Introductory Anthropology I . . . . .	3
NUR 2110, 2120	Nursing Science III & IV . . . . .	20
		<hr/>
		33

**POLICE SCIENCE**

The purpose of the Police Science program is to provide educational experience from which the student can derive the knowledge and skills necessary for him to effectively fill a position in municipal, state or federal law enforcement agencies.

## The Programs of Study

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		Freshman
**		English ..... 6
**		General PE Activities ..... 2
PSC 1113		American National Government ..... 3
PSC 1123		American State & Local Government .. 3
SOC 2113		Introduction to Sociology ..... 3
SOC 2123		Social Problems ..... 3
SOC 1313		Survey of Law Enforcement ..... 3
SOC 1323		Police Administration & Organization .. 3
SOC 2313		Police Operations ..... 3
SOC 1333		Criminology ..... 3
		<u>32</u>
		Sophomore
PSY 1513, 1523		General Psychology I & II ..... 6
SPT 1113		Oral Communication ..... 3
**		Mathematics
	OR	
DMT 1313		Business Mathematics ..... 3
SOC 2393		Criminalistics ..... 3
SOC 2333		Criminal Investigation ..... 3
SOC 2323		Criminal Law ..... 3
SOC 2413		Law of Evidence ..... 3
**		Electives ..... 8
		<u>32</u>

\*\*Student will select with Program Adviser.

## RADIOLOGIC TECHNOLOGY

The program in Radiologic Technology is a twenty-four month program and includes both academic coursework and clinical experiences. The student must have a personal interview with the technical director of the program before he will be admitted. This should be done by May 1 before he would be admitted in June. Hinds Junior College has affiliated with the University of Mississippi Medical Center and Mississippi Baptist Hospital. The twenty-four month period will be spent on the campus of the University of Mississippi Medical Center or Mississippi Baptist Hospital. Students interested in the program should contact the Coordinator of Allied Health Programs, Hinds Junior College, so that an interview can be arranged with the appropriate technical director.

		First Year (June — May )
**		English ..... 6
XRT 2153, 2163		Anatomy and Physiology ..... 6
XRT 2123		Orientation ..... 3
XRT 2141		Darkroom Chemistry ..... 1
XRT 2184		Physics ..... 4
XRT 2253		Radiographic Positioning I ..... 3
XRT 2316, 2326		Clinical Experience I & II ..... 12
		<u>35</u>

## Second Year — (June - May)

**	Psychology or Sociology .....	3
**	Electives .....	3
XRT 2213, 2223	Special Radiographic Procedures I & II .	6
XRT 2233, 2243	Radiographic Technique I & II .....	6
XRT 2263	Radiographic Positioning II .....	3
XRT 2283	Film Critique .....	3
XRT 2336, 2346	Clinical Experience III & IV .....	<u>12</u>
		36

\*\*Student will select with Program Adviser.

## RESPIRATORY THERAPY TECHNOLOGY

Students wishing to major in Respiratory Therapy will be admitted to the program only after approval of the technical director of the program. The applicant must arrange for a personal interview with the technical director by August 15. Work of the first academic year and summer are taken on the Hinds Junior College campus, Raymond, and work of the second year and summer are taken at Mississippi Baptist Hospital, Jackson.

## First Year — (August - August)

ENG 1113, 1123	English Composition I & II .....	6
HPR 1111, 1121	General PE Activities I & II .....	2
PSY 1513	General Psychology I .....	3
BIO 1514, 1524	Anatomy & Physiology I & II .....	8
BIO 1532	Nephrology .....	2
BIO 2924	Microbiology .....	4
BIO 2933	Hematology .....	3
**	Chemistry .....	8
RTT 1111	Respiratory Therapy Orientation .....	1
RTT 1123	Respiratory Therapy Theory .....	<u>3</u>
		40

## Second Year — (August - August)

RTT 2132	Anatomy .....	2
RTT 2142	Physiology and Pharmacology .....	2
RTT 2152	Pathology .....	2
RTT 2165	Therapeutic Gas Administration .....	5
RTT 2174	Conference and Clinical Experience I ..	4
RTT 2182	Metabolism .....	2
RTT 2192	Acid Base Balance .....	2
RTT 2212	Pulmonary Insufficiency .....	2
RTT 2223	Airway Management .....	3
RTT 2235	Artificial Ventilation .....	5
RTT 2244	Conference and Clinical Experience II ..	4
RTT 2253	Pulmonary Function Testing .....	3
RTT 2262	Ethics and Administration .....	2
RTT 2276	Conference and Clinical Experience III ..	<u>6</u>
		44

**SECRETARIAL SCIENCE**  
**(Two-Year Terminal)**

Freshman

**		English . . . . .	6
HPR	1111, 1121	General PE Activities I & II . . . . .	2
**		Social Studies . . . . .	6
SSC	1203	Elementary Shorthand . . . . .	3
SSC	1213	Intermediate Shorthand . . . . .	3
SSC	1103	Elementary Typewriting OR	
SSC	1113	Intermediate Typewriting . . . . .	3
**		Math or Science . . . . .	3
SSC	2523	Office Machines . . . . .	3
**		Electives . . . . .	3
			<hr/>
			32

Sophomore

**		Electives . . . . .	9
SSC	2223	Dictation & Transcription . . . . .	3
SSC	2213	Advanced Shorthand . . . . .	3
SSC	2113	Advanced Typewriting . . . . .	3
SSC	2413	Secretarial Practice . . . . .	3
SSC	2513	Office Appliances . . . . .	3
SSC	1313	Filing . . . . .	3
SSC	2423	Legal Secretaryship . . . . .	3
ACC	1114	Secretarial Accounting . . . . .	4
			<hr/>
			34

\*\*Student will select with Program Adviser.

**INTENSIVE SECRETARIAL SCIENCE TRAINING**  
**(One-Year Terminal)**

First Semester

**		English . . . . .	3
SSC	1203	Elementary Shorthand OR	
SSC	1213	Intermediate Shorthand . . . . .	3
SSC	1313	Filing . . . . .	3
SSC	1103	Elementary Typewriting OR	
SSC	1113	Intermediate Typewriting . . . . .	3
SSC	2523	Office Machines . . . . .	3
SSC	1121	Machine Transcription . . . . .	1
			<hr/>
			16

## Second Semester

**	English .....	3
SSC 1213	Intermediate Shorthand OR	
SSC 2213	Advanced Shorthand .....	3
SSC 2513	Office Appliances .....	3
SSC 2113	Advanced Typewriting .....	3
SSC 2413	Secretarial Practice .....	3
**	Electives .....	<hr/> 3
		18

NOTE: This one-year program does not entitle one to a junior college diploma.

\*\*Student will select with Program Adviser.

## INTENSIVE CLERICAL TRAINING

(One-Year Terminal)

## First Semester

**	English .....	3
SSC 1313	Filing .....	3
SSC 1103	Elementary Typewriting OR	
SSC 1113	Intermediate Typewriting .....	3
SSC 2523	Office Machines .....	3
SSC 1121	Machine Transcription .....	1
**	Electives .....	<hr/> 3
		16

## Second Semester

**	English .....	3
SSC 2513	Office Appliances .....	3
SSC 2113	Advanced Typewriting .....	3
SSC 2413	Secretarial Practice .....	3
EDP 1111	Keypunch & Verifier .....	1
**	Electives .....	<hr/> 3
		16

\*\*Student will select with Program Adviser.

For every professional engineer, industry needs approximately five to twenty-five engineering technicians. The technician is the man holding the key spot between the engineer and the craftsman in industry. He uses drawing instruments, gauges, applied sciences, mathematics, common sense and good judgment to turn engineer's ideas into products.

**ENGINEERING  
TECHNICAL  
PROGRAMS**

(Two-Year Terminal)

## The Programs of Study

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Mississippi is rapidly becoming industrialized. Technicians are needed desperately to help build, operate, maintain, service, and sell today's complicated products — air conditioners, electronic calculators, supersonic aircraft, electric wrist watches, atomic engines, etc.

Under the technical programs offered at Hinds Junior College, a student can, through the outlines that follow, earn a junior college diploma. He can, at the same time, meet requirements for a technical certificate. In order to care for individual differences in backgrounds of students, substitutions may be recommended for Tech. Rel. Studies 1313, Tech. Rel. Studies 1413, etc. The programs are intended to strike a balance between training in a chosen technical field and providing sufficient academic work to equip graduates to deal effectively with their professional duties, people, and ideas.

### FIELDS OF TRAINING

The technical areas offered at Hinds are: Agricultural Management, Aircraft Maintenance, Drafting and Design, Electric Data Processing, Electronics Technology, Mechanical Technology, Refrigeration and Air Conditioning Technology, and Secretarial Training.

Extensive planning has been given to the arrangement and emphasis on subject matter and its application in the technical fields. The suggested sequence of courses in these curriculums is recommended so that the students will be able to cope with the concepts presented as they progress through their programs. As new concepts or areas of knowledge are formally presented, they are given practical application of increasing depths.

Programs have been designed by college officials, industrial groups, and advisory committees. This same group forms a continuous evaluation team to see that the technical area offers to the student the needed education and experiences for successful adjustment in the industrial fields of our area.

### ELECTRONICS TECHNOLOGY

Industrial electronics is growing so rapidly that almost every step in the manufacture of most products is regulated or controlled by the use of electronic devices. The communications and aero-space fields, likewise, make extensive use of electronic instrumentation in both national defense and home entertainment. The shortage of skilled technicians to install and maintain this equipment has become critical.

The Electronic Technician assists the engineer in building, testing and modifying electronic apparatus. In doing so, he must make use of a broad knowledge of complex and varied testing, assembly and repair.

This curriculum is designed to provide this knowledge through courses in mathematics, science, electronic theory, circuits, transistors, television fundamentals, and related courses.

**Freshman**

**	English .....	6
**	Mathematics .....	6
TEL 1356	Electricity for Electronics .....	6
TEL 1366	Vacuum Tubes and Transistors .....	6
TDR 1553	Fundamentals of Drafting .....	3
HPR 1111, 1121	General PE Activities I & II .....	2
**	Science .....	3
		<hr/>
		32

**Sophomore**

**	Technical Electronics .....	12
**	Electronic Elective .....	3
**	Electives (Free) .....	11
**	Social Studies .....	3
**	Science .....	3
		<hr/>
		32

\*\*Student will select with Program Adviser.

**MECHANICAL TECHNOLOGY**

This curriculum is designed to train mechanical technicians. This curriculum offers training in basic courses such as mathematics, English, physics, and shop laboratory training. Classroom theory is correlated with laboratory work in which the student becomes familiar with the basic tools and machines used in the mechanical field.

Training in this field offers job opportunities in nearly every line of business through the world. In a broad sense mechanical technology is the creation, utilization, and up-keep of mechanical power. Some specific job opportunities are: industrial inspection, maintenance engineer's assistant, foreman and assistant foreman in various fields, metal fabrication, and sales of mechanical devices.

**Freshman**

**	English .....	6
**	Mathematics .....	6
HPR 1111, 1121	General PE Activities I & II .....	2
TMT 1614, 1634	Manufacturing Processes I & II .....	8
TDR 1553	Fundamentals of Drafting .....	3
TDR 1563	Machine Drafting .....	3
TRS 1813	Technical Applied Physics I .....	3
**	Electives .....	3
		<hr/>
		34

The Programs of Study

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Sophomore

TMT 2673	Hydraulics & Pneumatics . . . . .	3
TMT 2653	Metallurgy . . . . .	3
TRS 1413	Basic Electricity . . . . .	3
TMT 2633	Physical Testing . . . . .	3
TMT 1643	Inspection Techniques . . . . .	3
TMT 2683	Strength of Materials . . . . .	3
TMT 2643	Mechanicsms . . . . .	3
TMT 2694	Production Planning & Problems . . . . .	4
**	Social Studies . . . . .	3
**	Electives . . . . .	3
		31

\*\*Student will select with Program Adviser.

**REFRIGERATION AND AIR CONDITIONING  
TECHNOLOGY**

The Technical Refrigeration and Air Conditioning Curriculum is designed to meet the needs of students who expect to be employed in the refrigeration industry and those students who are seeking advancement in the refrigeration and air conditioning field. Instruction covers five branches of the refrigeration industry: domestic equipment, commercial equipment, industrial equipment unit air conditioners, and special problems in heating. The course is set up so that each student will have experience in the technical field to qualify him for jobs in several categories of the refrigeration industry. Some of the jobs are as follows: Air Conditioning Technician, Assistant Refrigeration Engineer, Cooling System Operator, Dealer, Heating and Ventilation Technician, Refrigeration Installer, Refrigeration Tester, Sales Representative, System Designer and Compressor Engine Technician.

Freshman

**	English . . . . .	6
**	Mathematics . . . . .	6
HPR 1111, 1121	General PE Activities I & II . . . . .	2
TRS 1413	Basic Electricity . . . . .	3
TDR 1553	Fundamentals of Drafting . . . . .	3
TDR 1563	Machine Drafting . . . . .	3
TRA 1516, 1526	Refrigeration & Air Conditioning I & II . . . . .	12
	Sophomore	35

TRS 1813, 1823	Technical Applied Physics I & II . . . . .	6
TMT 1403	Fundamentals of Machine Shop . . . . .	3
TRS 1313	Industrial Safety . . . . .	3
TRA 2536, 2546	Refrigeration & Air Conditioning III & IV . . . . .	12
**	Social Studies . . . . .	3
**	Electives . . . . .	3
		30

\*\*Student will select with Program Adviser.

## AIRFRAME AND POWER PLANT MAINTENANCE TECHNOLOGY

The Aircraft Maintenance Technology Course is divided into two main parts: Powerplant Maintenance and Airframe Maintenance. The Powerplant Maintenance course covers theoretical, technical and practical training in the operation, maintenance and repair of internal combustion aircraft engines and the theory of gas turbine engines; fuel and lubrication systems; carbureation; ignition and electrical systems; propellers and engine accessories. In addition, students receive the necessary training on the theory of flight; welding, technical drawing, use of hand tools; machine shop practices; aircraft weight and balance; Magnaflux and Dy-chek inspection of aircraft parts; and the alteration of aircraft engines, propellers and accessories.

The Airframe Maintenance training includes the technical theory and practices pertaining to aircraft structures made of steel tubing, aluminum and wood; their repair, maintenance and alteration; dope and fabric work; hydraulic systems; electrical systems; theory of flight; instruments and radio equipment; assembly and rigging; fuel systems; line maintenance; inspection of certified aircraft; welding and heat treating and pertinent Civil Air regulations.

The courses include ethics, labor relations, technical language, aviation mathematics, cost estimates and shop practices in order to round up the professional training of an aircraft maintenance technician. Types of jobs available include:

Maintenance Technician	Line Service Technician
Airplane Crew Chief	Airframe and Powerplant
Aviation Lead Mechanics	Shop Foreman
Aviation Maintenance Inspector	Weight and Balance Inspector
Airframe and Powerplant Instructor	Aviation Maintenance Supervisor
<b>Freshman</b>	
**	English . . . . .
**	Mathematics . . . . .
HPR 1111, 1121	General PE Activities I & II . . . . .
TRS 1413	Basic Electricity . . . . .
TDR 1553	Fundamentals of Drafting . . . . .
TDR 1563	Machine Drafting . . . . .
TAP 1316, 1326	Airframe & Power Plant Maintenance I & II . . . . .
	35
<b>Sophomore</b>	
TRS 1313	Industrial Safety . . . . .
TRS 1813, 1823	Technical Applied Physics I & II . . . . .
TMT 1403	Fundamentals of Machine Shop . . . . .
TAP 2336, 2346	Airframe & Power Plant Maintenance III & IV . . . . .
**	Social Studies . . . . .
**	Electives . . . . .
	30

\*\*Student will select with Program Adviser.

**The Programs of Study**

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**DRAFTING AND DESIGN TECHNOLOGY**

The Drafting and Design Technology curriculum prepares the student for employment in the field of technical graphical representation. The classroom training provides a sound foundation in the basics of drafting practice and is closely related to industrial standards.

Graduates of the drafting and design program are employed as draftsmen in the following areas: steel and nonferrous metal production, architecture, structural engineers, mechanical engineers, electrical engineers, civil engineers, consulting engineers, civil service, state highway, and general drafting.

**Freshman**

**	English .....	6
**	Mathematics .....	6
HPR 1111, 1121	General PE Activities I & II .....	2
TDR 1553	Fundamentals of Drafting .....	3
TDR 1563	Machine Drafting .....	3
TDR 1573	Building Construction Estimating .....	3
TMT 1614	Manufacturing Processes .....	4
**	Social Studies .....	3
**	Electives .....	3
		<hr/>
		33

**Sophomore**

TRS 1213	Industrial Psychology .....	3
TDR 2454	Electrical, Piping, Sheet Metal	
	Drafting .....	4
TDR 2806	Architectural Drafting and Design .....	6
TDR 2993	Surveying Practice .....	3
TDR 2654	Structural Drafting .....	4
**	Drafting Electives .....	9
TMT 2683	Strength of Materials .....	3
**	Science .....	3 or 4
		<hr/>
		35 or 36

\*\*Student will select with Program Adviser.

# AGRICULTURAL TECHNOLOGY

These special programs are designed to give specialized training in certain fields of agriculture. They should interest students who want to return to their home farms or who would like to work as technicians in some agricultural field. They are also ideally suited to those students who have had difficulty with academic work in that it gives them more time to devote to their regular academic subjects. They are especially recommended for students who do not have some agricultural background, yet who would like to pursue a future in some agricultural field.

Programs are planned so that the student will spend part of his time in class activity and part in the laboratory in his chosen field. Special emphasis is given to management problems as they relate to the various fields of agriculture.

It is recommended that students taking these courses spend one summer on the campus or in some related field recommended by the instructor. The students will receive remuneration for the work during this summer period that can be applied to their college expenses.

## LIVESTOCK TECHNOLOGY

### Freshman

**	English .....	6
**	Mathematics .....	3
**	Social Studies .....	3
**	Agriculture .....	20
HPR 1111, 1121	General PE Activities I & II .....	2
		34

### Sophomore

**	Speech .....	3
**	Science .....	3
**	Economics .....	3
**	Agriculture .....	20
**	Electives .....	3
		32

\*\*Student will select with Program Adviser.

### HORTICULTURE TECHNOLOGY

#### Freshman

**	English . . . . .	6
**	Mathematics . . . . .	3
**	Science . . . . .	6
AGR 1313	Plant Science . . . . .	3
HPR 1111, 1121	General PE Activities I & II . . . . .	2
AGR 1417, 1427	Technical Horticulture I & II . . . . .	<u>14</u>
		34

#### Sophomore

**	Economics . . . . .	3
**	Social Studies . . . . .	3
AGR 2323	Plant Propagation . . . . .	3
AGR 2314	Basic Soils . . . . .	4
AGR 2417, 2427	Technical Horticulture III & IV . . . . .	14
**	Electives . . . . .	<u>6</u>
		33

\*\*Student will select with Program Adviser.

### AGRICULTURAL ENGINEERING TECHNOLOGY

#### Freshman

**	English . . . . .	6
**	Mathematics . . . . .	3
**	Social Studies . . . . .	3
AGR 1510, 1520	Engineering Technology I & II . . . . .	20
HPR 1111, 1121	General PE Activities I & II . . . . .	<u>2</u>
		34

#### Sophomore

SPT 1113	Oral Communication OR	
**	Economics . . . . .	3
**	Science . . . . .	3
TDR 1553	Fundamentals of Drafting . . . . .	3
AGR 2510, 2520	Engineering Technology III & IV . . . . .	20
**	Electives . . . . .	<u>3</u>
		32

\*\*Student will select with Program Adviser.

### ASSOCIATE IN APPLIED SCIENCE

#### FOR

#### TERMINAL-TECHNICAL STUDENTS

English . . . . .	6
Mathematics and/or Science . . . . .	6
Social Science . . . . .	3
Specified Applied Science Field . . . . .	24
Electives . . . . .	.23
Physical Education . . . . .	<u>2</u>
	64

# GENERAL EDUCATION REQUIREMENTS FOR TEACHER'S CERTIFICATE

(MISSISSIPPI STATE DEPARTMENT OF EDUCATION)

## A. GENERAL EDUCATION REQUIREMENTS FOR ELEMENTARY TEACHERS

	Sem. Hours
English .....	12
Science .....	12
biological science .....	3 sem. hours
physical science (earth science, physics, chemistry, astronomy, geology, space science, etc.) .....	3 sem. hours
other science .....	6 sem. hours
Social Studies .....	12
American or World History .....	6 sem. hours
other social studies except religion .....	6 sem. hours
Mathematics .....	6
The structure of the real number system and its sub-systems .....	3 sem. hours
Basic Concepts of Algebra and Informal Geometry .....	3 sem. hours
Personal Hygiene .....	3
Speech .....	3

## B. GENERAL EDUCATION REQUIREMENTS FOR SECONDARY TEACHERS

	Sem. Hours
English .....	12
Fine Arts .....	3
(Any course in art or music will meet this requirement)	
Personal Hygiene .....	3
Science .....	12
biological science .....	6 sem. hours
physical science .....	6 sem. hours
Mathematics .....	3
Social Studies .....	12
United States and/or World History .....	6 sem. hours
other social studies to include one or more of the following subjects: Mississippi history, geography, political science, anthropology, sociology, economics, philosophy, religion, general psychology, social psychology, world history or American history; however, not more than 6 semester or 8 quarter hours in either World or American History may be counted in meeting the social studies requirement in the area of	
General Education .....	6 sem. hours
Speech .....	3



# THE COURSES



## **PART FOUR**

On the following pages are listed and described the courses taught in the College Division at Hinds Junior College. Courses are shown under their appropriate department. All carry a course number, a title or subject name, a short description of content, hours of recitation and laboratory (if any) each week, and the number of semester hours of credit allowed upon successful completion. Some courses require a named prerequisite before they are to be taken. These prerequisites are indicated by parentheses following the number and title of the course.

The numbering system carried in this catalog was initiated June 1972. Prior systems include these from 1922 to May 1968 and June 1968 to June 1972.

Class schedules are published each semester. These schedules indicate the hour at which a course is taught and the building and room number in which it meets. The class schedule booklets also contain a schedule of registration for the semester and detailed instructions to be followed in the registration process.

JAMES I. MORTON, B.A., C.P.A.  
THOMAS L. CLARK, B.S., C.P.A.

## ACCOUNTING

ACC 1114 — Secretarial Accounting. An introductory accounting course in the fundamentals of accounting theory and practice geared to the needs of terminal secretarial students. Accounting for single proprietorship covered. Three hours recitation and two hours laboratory per week. Credit, four semester hours. (Applicable to applied science requirements in terminal secretarial science program.)

ACC 1214 — Principles of Accounting I. A semester course in the fundamentals of accounting theory and practice. Accounting for single proprietorship covered. Three hours recitation and two hours laboratory per week. Credit, four semester hours. (Applicable to applied science requirements in terminal secretarial science program.)

ACC 1224 — Principles of Accounting II. (Prerequisite: ACC 1214.) A second semester course in the fundamentals of accounting practice for partnerships and corporations. Three hours recitation and two hours laboratory per week. Credit, four semester hours.

ACC 2213 — Intermediate Accounting. (Prerequisite: ACC 1224.) A more thorough study of some of the accounting problems introduced in ACC 1214 and 1224, including a detailed study of the working papers of the accountant, single entry records, asset valuation, perpetual inventory records, sinking funds and reserves, installment sales, and statement preparation and analysis. Three hours recitation per week. Credit, three semester hours.

ACC 2313 — Cost Accounting. (Prerequisite: ACC 1224.) A study of the basic principles of all cost accounting procedures. The three elements of cost production including materials, labor, and overhead are covered. Three hours recitation per week. Credit, three semester hours.

JACK C. TRELOAR, B.S., M.Ed.  
BILLIE L. BANES, B.S., M.S.  
WILLIAM H. DIXON, Jr., B.S.  
LOUIS R. PERKINS, B.S., M.S.  
ROGER JONES, B.S., M.S., Ph.D.  
THAD OWENS, B.S., M.S.

## AGRICULTURE

AGR 1214 — Animal Science. A study of the origin, history, characteristics, market classes and grades of the major breeds of farm animals and poultry. Three hours recitation and two hours laboratory per week. Credit, four semester hours.

AGR 1313 — Plant Science. Introductory course in plant life found on the farm. Special emphasis on structure of plants, how they grow, plant improve-

**The Courses** \_\_\_\_\_

ment, types of propagation, planting, cultivating, fertilizing, and harvesting. Two hours recitation and two hours laboratory per week. Credit, three semester hours.

**AGR 1413 — Farm Machinery.** A study of the proper care, principles of operation, adjustments, and repair of the different types of farm machinery; the proper selection of farm machinery; the selection and use of machines for the various soil types. Two hours recitation and two hours laboratory per week. First semester. Credit, three semester hours.

**AGR 2223 — Feeds and Feeding.** A study of the digestion and assimilation of the nutrients fed to the various kinds of farm livestock, how to balance a ration, and recommendations for preparing and feeding livestock the year round. Two hours recitation and two hours laboratory per week. Second semester. Credit, three semester hours.

**AGR 2233 — Meats Processing.** A survey of the meat industry — killing, cutting, curing, cooling, care and storage of meat products. Detailed study of meat, animal carcasses, and wholesale and retail meat products. One hour recitation and four hours laboratory per week. Credit, three semester hours.

**AGR 2242 — Meat Animal Evaluation.** Estimation of the value of live animals subsequently related to actual cut out values of the carcasses. Four hours laboratory per week. Credit two semester hours.

**AGR 2253 — Livestock Judging.** Scoring of individuals and judging of representative groups of livestock from the standpoint of the breeder and the market. One hour lecture and four hours laboratory per week. Credit, three semester hours.

**AGR 2314 — Basic Soils.** A study of the formation of soils, analysis of soils, correction of soil problems; the study of composition and application of fertilizers. Three hours recitation and two hours laboratory per week. Second semester. Credit, four semester hours.

**AGR 2323 — Plant Propagation.** A study of the basic principles and practices involved in the propagation of plants by seed, cuttings, grafting, and division. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**AGR 2713 — Principles of Agricultural Economics.** A general course in the basic principles of economics and their application to agriculture. Special emphasis placed on economic problems of agriculture. American economic development, production, and business organizations; the law of diminishing returns, some principles of trade and production, farm organization, exchange value and the market price, cost of production, price level movement, and the farm problem and the Government. Three hours recitation per week. Credit, three semester hours.

## TECHNICAL AGRICULTURE

### Livestock

**AGR 1614 — Beef Cattle Management.** A study of beef cattle management covering management practices, and methods of accomplishing the practices. Three hours recitation and two hours laboratory per week. Credit, four semester hours.

**AGR 1622 — Farm Facilities.** A study of buildings and equipment. Includes fences, barns, creeps, watering facilities, feeding areas, silos, grinding and mixing equipment used in the production of beef, dairy, and swine. One hour lecture and four hours laboratory per week. Credit, two semester hours.

**AGR 1714 — Parasites and Diseases of Farm Animals.** Consideration of common infections and non-infectious diseases affecting domestic animals with emphasis on large animals. Parasites related to horses, cattle, sheep and hogs: morphology, life history, symptoms, prevention, control, and treatment. Three hours lecture and two hours laboratory per week. Credit, four semester hours.

**AGR 2614 — Swine Management.** The feeding, management, breeding, production, and marketing of swine. Three hours recitation and two hours laboratory per week. Credit, four semester hours.

**AGR 2624 — Physiology of Reproduction.** A study of the reproductive systems of the male and female bovine. Includes a full study of reproductive physiology and the application of scientific practices. Three hours recitation and two hours laboratory per week. Credit, four semester hours.

**AGR 2712 — Farm Pastures.** A study of the establishment, nutritive value, use, yield and maintenance of pasture plants and their relationship to livestock programs. One hour lecture and two hours laboratory per week.. Credit, two semester hours.

**AGR 2722 — Livestock Marketing.** The present system of marketing livestock; principles, functions, agencies, and methods used in the marketing process. One hour lecture and two hours laboratory per week. Credit, two semester hours.

### Horticulture

**AGR 1417 — Technical Horticulture I.** The beginning course of Technical Horticulture. Includes the study of soil identification, soil testing, soil fumigants, greenhouse soils, controlling insects and diseases of soils, plant identification and classification, growing nursery plants, plants for forcing, designing and planting. Three hours recitation and nine hours laboratory per week. Credit, seven semester hours.

## The Courses

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**AGR 1427 — Technical Horticulture II.** Preparation, fertilizing, planting and maintaining shrubs; preparation, fertilizing, planting and maintaining lawn areas; preparation, fertilizing, planting and maintaining turf grass areas. Selection of turf lawn grasses. Landscaping lawns and buildings. Planting landscape plans including shrubs, annuals, bulbs and trees. Three hours recitation and nine hours laboratory per week. Credit, seven semester hours.

**AGR 2417 — Technical Horticulture III.** Advanced turf maintenance. Plant propagation. Planting and maintaining shrubs and flowers. Fencing, welding, tool maintenance and lawn equipment maintenance. Soil testing; records and accounts and greenhouse and nursery operation. Three hours recitation and nine hours laboratory per week. Credit, seven semester hours.

**AGR 2427 — Technical Horticulture IV.** Includes soil selection and maintenance, potting and planting, irrigation and fertilization, insect and disease identification and control, weed control, greenhouse operation and maintenance, including the growth and maintenance of flowering plants, foliage plants, and shrubs. Three hours recitation and nine hours laboratory per week. Credit, seven semester hours.

## Engineering

**AGR 1510 — Engineering Technology I.** The beginning course in agricultural engineering technology. Instruction to include acetylene and electric welding, gas engines, principles of farm mechanization, farm machinery operation and maintenance and customer services. Five hours recitation and ten hours laboratory per week. Credit, ten semester hours.

**AGR 1520 — Engineering Technology II.** Advanced study in acetylene and electric welding. Principles of farm mechanization, power transmission, land preparation equipment, planting and tillage equipment, agricultural chemical equipment and farm machinery operation and maintenance. Five hours recitation and ten hours laboratory per week. Credit, ten semester hours.

**AGR 2510 — Engineering Technology III.** Advanced study in power transmission, operation and maintenance of harvesting equipment, agricultural chemical equipment, hydraulics, diesel engines, and agricultural sales. Five hours recitation and ten hours laboratory per week. Credit, ten semester hours.

**AGR 2520 — Engineering Technology IV.** Advanced study of all phases of farm machinery operation and maintenance, sales and distribution, dealer services and customer relations. Five hours recitation and ten hours laboratory per week. Credit, ten semester hours.

## MEAT TECHNOLOGY

**AGR 1716 — Meats Technology.** Applied study of the slaughtering, chilling, cutting, wrapping and freezing of beef, pork, and lamb. A study of Legislation, dealing with meat processing; labor management, and plant operation. Three hours recitation and six hours laboratory per week. Credit, six semester hours.

**BOB DUNAWAY, B.S., M.S.**

**LINDA GRAVES, B.S., M.A.**

**GEORGE A. ALEXANDER, B.F.A., M.F.A.**

# **ART**

**ART 1123 — Understanding the Visual Arts.** Introduction to art forms from the various fields of visual art. Broad historical survey of architecture, sculpture, painting and the minor arts. Stress on contributions of other cultures. Three hours recitation per week. Credit, three semester hours. (Course meets requirements in teacher certification.)

**ART 1243 — Inventive Crafts.** A survey of art-craft ideas and production methods. Emphasis on creative invention. Three hours directed class activities per week; three hours outside class work per week. Credit, three semester hours. (Course meets requirements for teacher certification.)

**ART 1313 — Drawing I.** Study of basic principles of drawing methods and techniques with emphasis on line, perspective, and shading. Perceptual and manipulative exercises using ink, pencil, and charcoal. One hour recitation; five hours laboratory per week. Credit, three semester hours.

**ART 1323 — Drawing II.** (Prerequisite: Art 1313.) Drawing with selected media with emphasis on composition in studies of landscape, still life, figure drawing and selected subject matter. One hour recitation; five hours laboratory per week. Credit, three semester hours.

**ART 1413 — Design I.** Emphasis on principles and materials in visual design. Introduction to theory and terms. Use of composition and color theory. Two hours recitation; four hours laboratory per week. Credit, three semester hours.

**ART 1423 — Design II.** (Prerequisite: Art 1413.) Continuation of basic principles and elements of design. Creative approach to three-dimensional design. Study of methods and techniques in contemporary design. Two hours recitation; four hours laboratory per week. Credit, three semester hours.

**ART 2333 — Introduction to Graphics.** (Prerequisites: Art 1313 and 1413 or consent of instructor.) Relief painting, intaglio, and serigraphy will be approached with emphasis on process and basic skills. One hour recitation; five hours laboratory per week. Credit, three semester hours.

**ART 2513 — Painting I.** (Prerequisites: Art 1313 and 1413 and Sophomore standing.) Introduction to painting, principles and techniques in oil medium. One hour recitation; five hours laboratory per week. Credit, three semester hours.

**ART 2523 — Painting II.** (Prerequisites: Art 1313 and 1413 and Sophomore standing.) Principles and techniques in painting with synthetic media. One hour recitation; five hours laboratory per week. Credit, three semester hours.

**ART 2533 — Painting II.** (Prerequisite: ART 1313 or consent of instructor.) Introduction to watercolor painting. Emphasis on development of individual technique, selection of subject matter, and preparation of materials. Three hours directed class activities per week; three hours outside class exercises per week. Credit, three semester hours.

**ART 2613 — Ceramics I.** Principles and methods of pottery making. Projects using slab, coil, hump mold, clay sculpture, and introduction to the potter's wheel. One hour recitation; five hours laboratory per week. Credit, three semester hours.

**ART 2623 — Ceramics II.** (Prerequisite: Art 2613.) A continuation of Art 2613 with emphasis on production by use of the potter's wheel. One hour recitation; five hours laboratory per week. Credit, three semester hours.

**ART 2713 — Art History I.** Survey course of historical background of art forms from Prehistoric to Renaissance. Emphasis placed on painting, architecture, and sculpture as related to history. Three hours recitation per week. Credit, three semester hours. Open to all students.

**ART 2723 — Art History II.** Renaissance to Twentieth Century. Special emphasis on modern expressions in fields of art. Three hours recitation per week. Credit, three semester hours. Open to all students.

**ART 2913 — Special Studio.** (Prerequisite: Six semester hours of work in related studio.) Independent study in an area of special interest. One hour critique per week; five hours lab to be arranged. Course designed for the exceptional student. Credit, three semester hours.

T. T. BEEMON, B.S., M.A.  
JAMES R. BADDLEY, B.A., M.S.  
WILLIAM M. DAVIS, B.A., M.Ed.  
DONALD W. FISHER, A.A., B.S., M.S.  
MARGARET J. MANSELL, B.S., M.T.  
JOANNE HARRISON, B.S., M.S.  
GEORGE WILLIAMS, B.S., M.S.

## BIOLOGY

**BIO 1133, 1143 — General Biology I & II.** A study of general biological principles, history of life, and a biosystematic survey in general education sequence. Not designed for science or science-related majors and may not be used as prerequisite or in combination with BIO 1314, 1324, 2414 or 2424. Two hours recitation and one two-hour laboratory period per week. Credit, three semester hours per semester.

**BIO 1314 — Botany I.** An introduction to the study of plant life. A study of structure and functions of seed plants. Three hours recitation and two hours laboratory per week. Credit, four semester hours. First Semester.

**BIO 1324 — Botany II.** (Prerequisite: BIO 1314 or consent of Instructor.) A continuation of BIO 1314. A study of Phyla other than seed plants. Three

hours recitation and two hours laboratory per week. Credit, four semester hours. Second Semester.

**BIO 1512 — Nephology Laboratory.** Accompanies BIO 1532 and must be taken concurrently with the lecture sequence. Analysis of both normal and abnormal microscopic elements; chemical procedure for albumin, reducing agents, and electrolytes. Four hours laboratory per week. Credit, two semester hours. (Applicable to applied science requirements in Medical Laboratory Technician Program.)

**BIO 1532 — Nephrology.** Anatomy and Physiology of the kidney and its relationship with respiratory and metabolic ph. Two hours recitation per week. Credit, two semester hours. (Applicable to applied science requirements in Medical Laboratory Technician and Respiratory Therapy Technology Programs.)

**BIO 1514, 1524 — Anatomy and Physiology I & II.** (Prerequisite: 1 unit in high school biology or BIO 1133 or its equivalent, or consent of instructor.) Fundamental principles in the structure and function of the human body. Emphasis devoted to the introductory biological principles, cell physiology, and a comprehensive coverage of the basic organ systems of man. Three hours of recitation and two hours of laboratory per week. BIO 1514 prerequisite to 1524. Credit, four semester hours per semester.

**BIO 1534 — Histological Techniques.** Techniques of fixing, embedding, sectioning, mounting, and staining animal tissue. Microscopic studies. Two hours recitation and four hours laboratory per week. Credit, four semester hours. (For Cytology Technicians, Biology majors, and Medical Laboratory Technicians.)

**BIO 1852 — Introduction to Clinical Laboratory.** General summary of diagnostic laboratory work. Rules and regulations of general conduct in a hospital laboratory. Two hours recitation per week. Credit, two semester hours.

**BIO 2414 — Zoology I.** A study of biological principles integrated with a phylogenetic approach to invertebrates. Laboratory study and dissection of typical examples. For non-science or science majors. Three hours recitation and two hours laboratory per week. Credit, four semester hours. First and second semesters.

**BIO 2424 — Zoology II.** (Prerequisite: BIO 2414 or consent of instructor.) A continuation of BIO 2414. A study of Chordates with emphasis on vertebrates. Laboratory study and dissection of vertebrates. Three hours recitation and two hours laboratory per week. Credit, four semester hours. Second Semester.

**BIO 2924 — Microbiology.** A course in general basic principles of microbiology. Special emphasis devoted to cell structure, metabolism, nutrition, sterilization techniques, pathogenic forms of bacteria, fungi, rickettsiae, and viruses.

## The Courses

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Three hours recitation and two hours laboratory per week. Credit, four semester hours. (Applicable to applied science requirements in Medical Laboratory Technician.)

**BIO 2932 — Hematology Laboratory.** A laboratory course to accompany BIO 2933 using diagnostic tests for studies of the blood taught in the lecture. Must be taken concurrently with the lecture sequence. Four laboratory hours per week. Credit, two semester hours. (Applicable to applied science requirements in Medical Laboratory Technician Program.)

**BIO 2933 — Hematology.** Studies of the blood and blood forming tissues, hematopoiesis, morphology of cells, hemastasis, and hemolytic discrasis. Three hours recitation per week. Credit, three semester hours. (Applicable to applied science requirements in Medical Laboratory Technician and Respiratory Therapy Technology Programs.)

**BIO 2934 — Pathogenic Microbiology.** (Prerequisite: BIO 2924 or consent of instructor.) Identification and culture methods for pathogenic bacteria. Two hours recitation and four hours laboratory per week. Credit, four semester hours. (Applicable to applied science requirements in Medical Laboratory Technician Program.)

**BIO 2953 — Parasitology.** The epidemiology, morphology and importance of animal parasites with emphasis on those affecting man. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (For Medical Laboratory Technicians and Biology majors.)

**BIO 2973 — Immunohematology.** Study of formation of antibodies and their reactions against specific antigens. Includes serology and bloodbanking procedure. Two hours recitation and two hours laboratory per week. Credit, three semester hours. (Applicable to applied science requirements in Medical Laboratory Technician Program.)

## BUSINESS ADMINISTRATION

TOM SHEPHERD, JR., B.S., M.B.A., Ed.S.

ROBERT G. FERGUSON, B.S., L.L.D.

**BAD 2323 — Business Statistics.** (Prerequisite: MAT 1313 or 1423 and MAT 1323 or 1433.) A study of statistical series, frequency distribution, measure of central tendency; dispersion and skewness, trend, seasonal and cyclical variations, linear correlation, the normal curve, index numbers, presentation of data, collection of data, and sampling. Designed primarily for terminal students. Three hours recitation per week. Credit, three semester hours.

**BAD 2413 — Business Law I.** This course is designed to acquaint the students with the fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Special attention will be given to an introduction to law, contract, bailment, agency, personal and real property, bankruptcy, and negotiable instruments. Three hours recitation per week. Credit, three semester hours.

WILLIAM W. GRIFFIN, B.S., M.Ed., M.S.

SHU H. CHANG, B.S., Ph.D.

JAMES D. DURHAM, B.S., Ph.D.

DONALD W. FISHER, A.A., B.S., M.S.

MARGARET MANSELL, B.C., M.T.

SARA M. RICHARDSON, B.A., M.S.

LESTER W. HARRISON, B.S., M.S., Ph.D.

JAMES R. BELL, B.S., M.S.

## CHEMISTRY

ANY STUDENT EXPECTING TO TAKE CHEMISTRY 1213  
MUST TAKE THE TOLEDO PLACEMENT TEST. THIS TEST  
IS GIVEN BY THE GUIDANCE DEPARTMENT OF HINDS  
JUNIOR COLLEGE AS A PART OF THE REGULAR GUIDANCE  
TEST.

**CHE 1111 — Elements of Chemistry Laboratory.** A laboratory course to accompany and be taken concurrently with CHE 1113. Selected laboratory procedures to illustrate principles taught in lecture. Three hours laboratory per week. Credit, one semester hour.

**CHE 1113 — Elements of Chemistry.** (Prerequisite: One unit in high school algebra. Students making less than 40 on the Toledo test must enroll in this course.) Lectures, demonstrations, films, and quizzes. Primarily designed to prepare the student for CHE 1213 and must therefore be followed by both CHE 1213 and 1223 to meet the requirements for physical science, engineering, pre-medical, pre-veterinary, pre-pharmacy, pre-dental, medical technology, biology majors or other students requiring a second course in chemistry. Three hours recitation per week. Credit, three semester hours.

**CHE 1211, 1221 — General Chemistry Laboratory I & II.** A laboratory course to accompany and be taken concurrently with CHE 1213 and 1223. Selected laboratory procedures to illustrate principles taught in lecture. One hour per week of orientation, problem solving and demonstrations and two hours of laboratory work per week. Special attention given to qualitative analysis (cations and anions) and to quantitative procedures both gravimetric and volumetric as well as instrumental. Credit, one semester hour each semester.

**CHE 1213, 1223 — General Chemistry I & II.** (Prerequisite: two years of high school algebra or one year of high school algebra and credit in or concurrent enrollment in MAT 1233 or its equivalent and a score of 40 or more on the Toledo test OR credit in CHE 1113.) A study of the fundamental principles of inorganic chemistry which assumes some prior knowledge of these principles. Special attention given to atomic structure, chemical bonding, and equilibrium. Primarily for physical science, engineering, pre-medical, pre-veterinary, pre-pharmacy, pre-dental, medical technology, and biology majors. Three hours recitation per week. Credit, three semester hours each semester.

**CHE 1311, 1321 — Principles of Chemistry Laboratory I & II.** A laboratory course to accompany and be taken concurrently with CHE 1313, 1323. Selected

**The Courses** \_\_\_\_\_

procedures to illustrate principles taught in lecture. Three hours laboratory per week. Credit, one semester hour each semester.

**CHE 1313, 1323 — Principles of Chemistry I & II.** Lectures, demonstrations, films, and quizzes. First semester on properties of matter and application of principles; second semester on systematic semi-micro analysis of cations and anions. Primarily for students in pre-nursing, home economics, agriculture and physical education. Not acceptable for physical science majors or for pre-medical, engineering, pre-pharmacy, pre-dental or biological science majors. CHE 1313 prerequisite to 1323. Three hours recitation per week. Credit, three semester hours each semester.

**CHE 1411 — Introductory Organic and Bio-chemistry Laboratory.** A laboratory course to accompany and be taken concurrently with CHE 1413. Selected procedures to illustrate principles taught in lecture. Three hours laboratory per week. Credit, one semester hour.

**CHE 1413 — Introductory Organic and Bio-Chemistry.** (Prerequisite: credit in high school chemistry or its equivalent.) Fundamentals of organic and biological chemistry. A study of organic compounds of biological importance and some of the fundamental chemical processes associated with human biochemistry. Three hours recitation per week. Credit, three semester hours.

**CHE 1421 — Chemistry for Allied Health Laboratory.** A laboratory course to accompany and be taken concurrently with CHE 1423. Selected procedures to illustrate principles taught in lecture. Three hours laboratory per week. Credit, one semester hour.

**CHE 1423 — Chemistry for Allied Health.** Demonstrations, films and quizzes. Properties of matter and application of principles. Primarily for students in the allied health programs. Three hours lecture per week. Credit, three semester hours.

**CHE 2411 — Introductory Organic Chemistry Laboratory.** A laboratory course to accompany and be taken concurrently with CHE 2413. Selected laboratory procedures to illustrate principles taught in lecture. Three hours laboratory per week. Credit, one semester hour.

**CHE 2413 — Introductory Organic Chemistry.** (Prerequisite: credit in CHE 1323.) Brief course in fundamentals of organic chemistry for students of agriculture, home economics, and others in programs requiring only one semester of organic chemistry. Three hours recitation per week. Credit, three semester hours.

**CHE 2421, 2431 — Organic Chemistry Laboratory I & II.** A laboratory course to accompany and be taken concurrently with CHE 2423 and 2433. Selected laboratory procedures to illustrate principles taught in lecture. Three hours laboratory per week. Credit, one semester hour each semester.

**CHE 2422, 2432 — Organic Chemistry Laboratory I & II.** A laboratory course to accompany and be taken concurrently with CHE 2423 and 2433. Selected laboratory procedures to illustrate principles taught in lecture. Six hours laboratory per week. Credit, two semester hours each semester.

**CHE 2423, 2433 — Organic Chemistry I & II.** (Prerequisite: CHE 1223.) An introductory course which includes a study of nomenclature, structure, properties, synthesis, unknowns, and general applications of the fundamental types of organic compounds. Three hours recitation per week. Credit, three semester hours each semester.

**CHE 2612 — Clinical Chemistry Laboratory.** A laboratory course to accompany and to be taken concurrently with CHE 2613. Selected laboratory procedures to illustrate principles taught in lecture. Four laboratory hours per week. Credit, two semester hours. (Applicable to Applied Science requirements in the Medical Laboratory Technician Program.)

**CHE 2613 — Clinical Chemistry.** (Prerequisite: eight semester hours of chemistry.) Study of inorganic and organic compounds of biological importance in the fundamental chemical processes of human bio-chemistry. Diagnostic chemistry procedures for aiding in diagnosis of disease processes. Diagnostic tests in bio-chemistry including those for carbohydrates, nitrogenous compounds, lipids, enzymes, and electrolytes. Three hours recitation per week. Credit, three semester hours. (Applicable to Applied Science requirements in the Medical Laboratory Technician Program.)

**CHE 2713 — Chemical Computation.** Involves mathematics used in all medical laboratory procedures. Logarithms, ratio, elementary algebra, normal and molar solutions. Three hours recitation per week. Credit, three semester hours. (Applicable to Applied Science requirements in the Medical Laboratory Technician Program.)

**CHE 2823 — Clinical Instrumentation.** (Prerequisite: eight semester hours of chemistry.) Study of instruments used for diagnostic procedures in the clinical laboratory. Three hours recitation per week. Credit, three semester hours. (Applicable to applied science requirements in Medical Laboratory Technician Program.)

## **COMMERCIAL DESIGN & ADVERTISING**

MICHAEL HATAWAY, B.S.

**CDA 1123 — Display Design.** (Prerequisite: ART 1313 and ART 1413.) Three dimensional design emphasis in commercial window, counter and interior display. Six hours laboratory per week. Credit, three semester hours.

**The Courses** \_\_\_\_\_

**CDA 1143 — Commercial Design and Advertising Laboratory I.** A laboratory course designed to provide selected experiences involving layouts, renderings, illustrations, lettering, paste-ups, mechanicals, and camera-ready art. Available to CDA students only. Six hours per week. Credit, three semester hours.

**CDA 2153 — Commercial Design and Advertising Laboratory II.** (Prerequisite: CDA 1143.) A continuation of CDA 1143. Six hours per week. Credit, three semester hours.

**CDA 2163 — Commercial Design and Advertising Seminar.** Control class for on-the-job training. Available to CDA students only. One hour per week recitation and a minimum of fifteen on-the-job hours per week. Credit, three semester hours.

**CDA 2113 — Basic Advertising Design I.** (Prerequisite: Art 1313 and Art 1413.) Basic letter forms, layout designs, album covers, book covers, newspaper. Six hours laboratory per week. Credit, three semester hours.

**CDA 2123 — Basic Advertising Design II.** (Prerequisite: CDA 2113.) Continuation of Basic Advertising Design I. with radio and television commercials and advertising. Six hours laboratory per week. Credit, three semester hours.

## **DISTRIBUTION & MARKETING TECHNOLOGY**

MAC L. BAKER, B.S.  
CHARLES C. JONES, B.S.

**DMT 1101 — Occupational Orientation.** A study of company policies, rules, and regulations. An analysis of business etiquette, job application, and employer-employee relations. A student cannot get credit for DMT 1101 and 1113. One hour recitation per week. Credit, one semester hour.

**DMT 1113 — Occupational Orientation.** Control class for on-the-job-training in mid-management. Available to DMT students only. A study of company policies, rules, and regulations. An analysis of business etiquette, job application, and employer-employee relations. One hour recitation and a minimum of 15 on-the-job-training laboratory hours per week. Credit, three semester hours.

**DMT 1123 — Occupational Research.** Control class for on-the-job-training in mid-management. Available to DMT students only. Selection and planning of project relating to student's work experience. One hour recitation and a minimum of 15 on-the-job-training laboratory hours per week. Credit, three semester hours.

**DMT 1196 — Work Experience and Project.** Minimum of 231 hours of work experience during the summer between the first and second year. Work

experience must be approved by the college and the employing firm. Written report or project also required. Course available only to DMT students. One hour recitation per week in addition to the 231 laboratory hours of work experience. Credit, six semester hours.

**DMT 1213 — Salesmanship.** The salesman in relation to his firm, his goods, and his customers; the approach, demonstration, and class of the individual sales transaction. Three hours recitation per week. Credit, three semester hours.

**DMT 1313 — Business Mathematics.** Emphasis is placed on the study of the fundamental processes, fractions, decimals, percentage, and problem solving. The application of these fundamental processes is applied toward the problems of business which the student will encounter in the various commercial fields. Three hours recitation per week. Credit, three semester hours.

**DMT 2113 — Marketing Research.** Control class for on-the-job-training in mid-management. Available to DMT students only. Involves interpretation of statistical charts and data. Acquaintance with sources of information and data pertaining to business and industry. One hour recitation and a minimum of 15 on-the-job-training laboratory hours per week. Credit, three semester hours.

**DMT 2123 — Marketing Research.** Control class for on-the-job-training in mid-management. Involves planning, conducting, reporting, and interpreting an elementary market research project. Individual or group participation. Available to DMT students only. One hour recitation and a minimum of 15 on-the-job-training laboratory hours per week. Credit, three semester hours.

**DMT 2143 — Advertising.** Role of advertising in a free economy. The place of advertising in the media of mass communication. A study of advertising appeals; product and market research; selection of media; means of testing the effectiveness of advertising; advertising copy for various media. Three hours recitation per week. Credit, three semester hours.

**DMT 2163 — Personnel Management.** (Prerequisite: DMT 2513.) A study of the objectives, functions, and organization of personnel programs. Emphasis centered on job evaluation, selection and placement, education and training, safety and health, employee services, employee relationships, industrial relations, and personnel research. Three hours recitation per week. Credit, three semester hours.

**DMT 2213 — Marketing.** This course is a study of principles and problems of marketing goods and methods of distribution from producer or manufacturer to consumer. Types, functions, practices of wholesalers and retailers in the American marketing system and efficient marketing techniques in the development and expansion of markets are included. Three hours recitation per week. Credit, three semester hours.

**DMT 2223 — Retailing.** The role of retailing in the economy. Development of present retail structure and functions performed. Principles governing the

The Courses

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effective operation of retail establishments. Managerial problems resulting from current economic and social trends. Three hours recitation per week. Credit, three semester hours.

**DMT 2513 — Principles of Management.** This course is a study of basic management principles as applied to the functions of planning, organizing, directing, controlling, and coordinating with effective communication in business enterprise. Three hours recitation per week. Credit, three semester hours.

## **ECONOMICS**

RUFUS L. DALTON, B.B.A., M.A.  
TOM SHEPHERD, Jr., B.S., M.B.A., Ed.S.  
GARY F. YOUNG, B.S., M.S.

**ECO 1133 — Consumer Economics.** An introductory course dealing with basic concepts of economics and consumer behavior. Emphasis on basic economic principles and current economic problems and policies, consumer buying and budgeting, consumer credit acquisition and utilization, insurance, and estate planning. (Applicable to applied science requirements in terminal secretarial science program.) Three hours recitation per week. Credit, three semester hours.

**ECO 2113 — Principles of Economics I.** (Prerequisite: sophomore standing.) Introduction to analysis and policy. Explains fundamentals underlying the present economic system. Three hours recitation per week. Credit, three semester hours.

**ECO 2123 — Principles of Economics II.** (Prerequisite: Economics 2113 or its equivalent.) Continuation of Economics 2113. Outside readings. Reports on current economic problems. Three hours recitation per week. Credit, three semester hours.

## **ELECTRONIC DATA PROCESSING**

LESTER FRANK MARTIN, B.S.  
THOMAS E. LEWIS, A.A., B.S.  
LOUIS P. SMITH, B.A.

**EDP 1111 — Keypunch & Verifier.** Study of data organization, card coding, and key punch operation as well as practice in actual keypunch operation. Two hours laboratory per week for nine weeks. Credit, one semester hour.

**EDP 1123 — The Accounting Machine.** (Prerequisite: EDP 1314.) Business world applications using data processing equipment. Systems covered: accounts receivable, accounts payable, payroll, and inventory control. Three hours recitation per week. Credit, three semester hours. (Applicable to applied science requirements in terminal secretarial science program.)

**EDP 1133 — Absolute and Assembler Languages.** (Prerequisite: Credit or enrollment in EDP 1111.) Study of and practice in coding of simple problems for a computer in both machine language and an assembler level language. Three hours recitation per week. Credit, three semester hours. (Applicable to applied science requirements in terminal secretarial science program.)

**EDP 1223 — Introduction to Data Processing.** Study of the methods and machines with which automated data processing is accomplished. Three hours recitation per week. Credit, three semester hours.

**EDP 1314 — Data Processing I (Basic).** (Prerequisite: EDP 1111, 1223.) Study of and practice in control and operation of unit record data processing equipment and operation of a computer system. Three hours recitation; two hours laboratory per week. Credit, four semester hours. (Applicable to applied science requirements in terminal secretarial science program.)

**EDP 1324 — Data Processing II.** (Prerequisite: EDP 1111, 1133.) Study of block diagramming and applications using the languages learned in EDP 1133. Three hours recitation; two hours laboratory per week. Credit, four semester hours.

**EDP 2115 — Computer Business Application.** (Prerequisite: EDP 1324.) Provides concepts for detail study of data processing machines. Discussion of functions and capabilities of data processing machines with programming drills, exercises, case studies which bridge gap from academic to real world data processing. Three hours recitation; four hours laboratory per week. Credit, five semester hours.

**EDP 2123 — Systems Analysis & Design I.** (Prerequisite: Credit for or enrollment in EDP 2154.) Use of data processing equipment and management sciences meeting information needs of business. Requires that much skill and knowledge be applied to development and design of data processing systems. Guides student through three stages in evolution of system, analysis of present information flow, systems specifications and equipment selections, implementation of system. Three hours recitation per week. Credit, three semester hours.

**EDP 2133 — Other Programming Languages.** (Prerequisite: EDP 2123.) Provides student with knowledge of programming system concepts so he may master any systems with minimum of instruction. Qualifies student to analyze, evaluate, and make minor modifications to such systems. Treats individual phases of selected system in detail so student learns advanced programming and logic decision technique as applied in sophisticated systems. Designed so that student gains insight into functions of advanced programming systems and manner of performing tasks without learning actual programming language of systems. Three hours recitation per week. Credit, three semester hours.

**EDP 2154 — Compiler Languages.** (Prerequisite: EDP 1324.) Study of and practice in various compiler languages. Three hours recitation; two hours lab-

**The Courses** \_\_\_\_\_

oratory per week. Credit, four semester hours. NOTE: EDP 2154 is the equivalent of EDP 2115.

**EDP 2163 — Systems Analysis & Design II.** (Prerequisite: EDP 2123.) Continuation of EDP 2123. Three hours recitation per week. Credit, three semester hours.

**EDP 2165 — Sophomore Seminar.** (Prerequisite: EDP 2154 and ACC 1224.) Practice in solving business problems with electronic data processing equipment. Three hours recitation; four hours laboratory per week. Credit, five semester hours.

## **ENGINEERING**

JAMES D. DURHAM, B.S., Ph.D.

**EGR 2121 — Computer Programming for Engineering Students.** Introduction to the theory of digital computing machines. Basic computational techniques; computer programming using Fortran. Designed for and limited to sophomore engineering students. Three hours laboratory per week. Credit, one semester hour Offered second semester.

**EGR 2413 — Engineering Mechanics.** (Prerequisite: PHY 2434 or 2373 and credit or registration in MAT 2263.) Statics. Three hours recitation per week. Credit, three semester hours.

**EGR 2424 — Electric Circuit Theory.** (Prerequisite: Credit or registration in MAT 2253.) Fundamental concepts and laws, network analysis and theorems, state variable formulation, Laplace transform, forced and transient response, steady-state response. Coupled circuits, two part network. Four hours recitation per week. Credit, four semester hours.

GEORGE ABRAHAM, B.A., M.A.  
SANDRA BOYD, B.A., M.A.  
PEGGY BRENT, A.B., M.Ed.  
JAUNITA CANTERBURY, B.A., M.A., M.R.E.  
JODY CARROLL, B.A., M.A.  
BETTY FURSTENBERGER, B.A., M.A.  
ANN HARDY, B.A., M.A.  
JIM EL HARRIS, A.B., M.A.  
ELAINE HUGHES, B.A., M.A.  
SARA JENKINS, B.A., M.A.  
ANN LASTER, B.A., M.A.  
JEANNIE MUSE, B.A., M.A.  
NELL A. PICKETT, B.A., M.E.  
NELL ANN PICKETT, B.A., M.A.  
RETTA PORTER, B.S., M.A.  
JOY REID, B.A., M.A.  
RAY SHEPHERD, B.A., M.A.  
POLLY TILLMAN, B.A., M.A.  
FRANCES WILLIS, B.A., M.A.

## ENGLISH

The aims of this department are to prepare students for the intelligent enjoyment of good literature and to enable them to express themselves effectively in oral and written English. The department encourages creative writing through special writing groups for those who show special writing talent.

In order to meet the needs of the students both the freshman composition program and the sophomore literature program are planned on various levels. Students in freshman composition are given placement tests in order that their individual needs may be more easily met. The course in which a student should enroll will depend upon his knowledge of the fundamental principles of English grammar and English composition and upon his reading background.

**ENG 1013 — Essentials of Composition.** Individualized and programmed instruction to improve reading habits and writing skills. Instruction in basic sentence structure, grammar and usage, punctuation, vocabulary, and the organizational patterns of composition. Credit toward meeting English requirements for graduation at Hinds Junior College. Three hours recitation and one hour assigned lab per week. Credit, three semester hours.

**NOTE:** ENG 1013 is not open for credit to students with sufficient preparation for English 1113, except upon the recommendation and approval of the English staff.

ENG 1013 is not the standard freshman composition required for graduation from senior colleges and universities and is not offered to meet these requirements. Students taking ENG 1013 and planning to continue their study in senior college should follow this course with ENG 1113 and 1123.

**The Courses** \_\_\_\_\_

**ENG 1033 — Principles of Communication Skills.** First semester freshman course for one-year secretarial students only. Basic English fundamentals necessary to effective business communication. Fundamentals of grammar, spelling, punctuation, and word usage. Three hours recitation per week. Credit, three semester hours.

**ENG 1053 — Communication Skills.** First semester freshman course for technical students only. A study of planning and writing the whole composition: principles of outlining, paragraph development, sentence construction, and diction. Primary emphasis on expository writing with subject matter and exemplary essays from technical fields. Brief and extended writing assignments with emphasis on principles of logical thinking and effectiveness of expression. Three hours recitation per week. Credit, three semester hours. A STUDENT CANNOT RECEIVE CREDIT IN ENG 1053 AND ENG 1113; ENG 1053 SHOULD BE FOLLOWED BY ENG 1063 OR 1123.

**ENG 1063 — Technical Writing.** (Prerequisite: three hours credit in Freshman Composition.) Instruction and practice in letter writing, report writing, technical descriptions and other forms of writing related to the student's particular field. For technical students only. Three hours recitation per week. Credit, three semester hours.

**ENG 1113 — English Composition I.** (Prerequisite: Acceptable score on qualifying test or credit in English 1013.) Emphasis on the basic principles of planning, writing, and evaluating themes. The student will write both informal and formal papers. Three hours recitation per week. Credit, three semester hours.

**ENG 1123 — English Composition II.** (Prerequisite: English 1113.) A continuation of English 1113 with concentration on writing interpretations, analyses, and evaluations of various readings. Three hours recitation per week. Credit, three semester hours.

**ENG 2233 — English Literature I.** (Prerequisite: six semester hours in Freshman Composition.) A survey of English Literature from its beginning until 1798. Acquaints the student with the great movements affecting English literary development and philosophies. An appreciation and understanding of the great authors and their writing. Three hours recitation per week. Credit, three semester hours.

**ENG 2243 — English Literature II.** (Prerequisite: six semester hours in Freshman Composition.) A survey of English Literature from 1798 to present time. Acquaints the student with the great movements affecting English literary development and philosophies. An appreciation and understanding of the great authors and their writings. Three hours recitation per week. Credit, three semester hours.

**ENG 2253 — American Literature I.** (Prerequisite: six semester hours in Freshman Composition.) A survey of American Literature from William Bradford's journal begun in 1630 through the Romantic Movement of the

nineteenth century. A study of the great movements, philosophies, works and authors of the American Heritage. Three hours recitation per week. Credit, three semester hours.

**ENG 2263 — American Literature II.** (Prerequisite: six semester hours in Freshman Composition.) A survey of American Literature from the Rise of Realism in the nineteenth century through the works of present day American writers. A study of the great movements, philosophies, works and authors of the American heritage. Three hours recitation per week. Credit, three semester hours.

**ENG 2613 — Business Communications.** (Prerequisite: three semester hours of English composition and one semester of typing.) Oral and written business communications with emphasis upon all types of business correspondence and business reports. A psychological approach to business writing. A second semester course for secretarial science majors. Three hours recitation. Credit, three semester hours.

## **GEOGRAPHY**

MARVIN A. RIGGS, B.A., M.A.

**GEO 1123 — Principles of Geography.** A course dealing with the basic content of geography, planetary relationships of the earth, interpretation and use of maps, elements of weather and climate, regional distribution of climatic elements and the interrelationship of man's physical and cultural landscapes. Supplemented by correlated reading and audio-visual materials. Three hours recitation per week. Credit, three semester hours.

W. M. WALL, B.S., M.E.

## **GRAPHICS**

**GRA 1132 — Graphic Communications.** Theory and practice in engineering drawing adequate to enable the student to visualize and produce acceptable freehand and mechanical drawings as required in his course of study. One hour recitation and five hours laboratory per week. Credit, two semester hours.

**GRA 1142 — Visualization and Graphic Design.** (Prerequisite: GRA 1132 or its equivalent.) Theory and problems designed to develop the ability to visualize points, lines, and surfaces in space, relate them to each other and to apply these relationships in the solution of engineering problems. (Descriptive geometry.) Two hours recitation and three hours laboratory per week. Credit, two semester hours.

# **HEALTH, PHYSICAL EDUCATION, RECREATION**

**JOE RENFROE, B.E.P.E., M.A.  
ANNA BEE, B.A.**

**RENE WARREN, B.S., M.Ed.**

**POLLY H. RABALAIS, B.A., M.Ed.**

**DURWOOD GRAHAM, B.S.**

**ROBERT GARRISON, B.A., M.S.**

**SUSAN BROCK, B.S., M.Ed.**

**DANNY NEELY, B.S.**

**HPR 1213 — Personal and Community Health.** Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. Three hours recitation per week. Credit, three semester hours.

**HPR 1313 — Introduction to Health, Physical Education and Recreation.** Introduction to the objectives, literature, and organizations of the profession. Analysis of successful teaching with discussion of the responsibilities and opportunities of professional personnel. Orientation of student to opportunities in the field. Three hours recitation per week. Credit, three semester hours.

**HPR 2212 — First Aid.** Instruction and practice in methods prescribed in the American Red Cross standard and advanced courses. Two hours recitation per week. Credit, two semester hours.

**HPR 2423 — Football Theory.** (Prerequisite: Practice with intercollegiate football squad.) Theoretical study of football from an offensive and defensive standpoint including the fundamentals of blocking, passing, tackling, charging, punting, generalship, rules and team play. Three hours recitation per week. Credit, three semester hours.

**HPR 2433 — Basketball Theory.** (Prerequisite: Practice with intercollegiate basketball squad.) A theoretical study of basketball from an offensive and defensive standpoint, including the study and teaching of the fundamentals and team organization. Three hours recitation per week. Credit, three semester hours.

**HPR 2443 — Athletic Training and Treatment of Injuries.** A practical study of safety and first aid, taping, bandaging, and use of massage; uses of heat, light, and water in the treatment and prevention of injuries; conditioning athletes as to diet, rest, work, and proper method of procedures in training for sports. Three hours recitation per week. Credit, three semester hours.

**HPR 2961, 2971 — Law Enforcement Fitness.** Rules and regulations of competitive sports, latest techniques of body building exercises (calisthenics) and efficient use of modern firearms utilized by law enforcement agencies. Thirty-six hours recitation. Credit, one semester hour each semester. An off-campus course open only to police science majors.

## GENERAL ACTIVITIES

**HPR 1111, 1121 — General P E Activities I & II.** Includes individual and team sports, health, rhythms and recreational activities. Divided into units that coincide with the regular nine-weeks school term according to the season, each unit complete within itself. Units included are; beginning and intermediate tennis; archery; basketball; volleyball; badminton; softball; corrective and posture exercises; fundamentals; tumbling and stunts; contemporary folk and square dance; health and personal care; recreational sports such as pingpong, shuffleboard, table games; and varsity athletics. A required uniform of white socks and tennis shoes, maroon shorts and white shirts. Available in the campus bookstore. Two hours laboratory per week. Credit, one semester hour each semester.

**HPR 1811, 1821 — Hi-Steppers I & II. Training Group.** (Prerequisite: approval of instructor and a physical examination.) Elementary dance technique designed to prepare students for the regular performing Hi-Stepper group. Dance training includes classical ballet exercises, modern jazz rudiments, and precision marching. Emphasis placed on self-improvement of individual students, including posture correction, make-up, modeling and figure control. Five hours laboratory per week. Credit, one semester hour each semester.

**HPR 2111, 2121 — General P E Activities III & IV.** Continuation of HPR 1111, 1121. Two hours laboratory per week. Credit, one semester hour each semester.

**HPR 2811, 2821 — Hi-Steppers III & IV.** (Prerequisite: approval of instructor.) The regular performing Hi-Stepper group. Participation in this group includes satisfactory mastering of advanced dance routines and precision drills. Participates in county, state, and national programs of a civic nature. Performs at football games, parades and conventions. Continued course in self-improvement and choreography. Required uniform: white shorts, white long-sleeved T-Shirts, and white boots. Five hours laboratory per week. Credit, one semester hour each semester.

FRANK K. WALSH, B.A., M.Ed.  
MARVIN A. RIGGS, B.A., M.A.  
R. J. DYER, B.S., M. Ed.  
JOSEPH S. BIGELOW, B.A., M.S.S.  
SHARON CUPIT, B.A., M.A.  
BEN FATHERREE, B.A., M.A.  
LARRY A. McFARLANE, B.A., M.S.S., Ph.D.  
SANDRA K. STRINGER, B.A., M.A.  
LURA LEE SCALES, B.A., M.A., M.S.S.  
OLIVER T. ROBINSON, B.B.A., M.A.

## HISTORY

**HIS 1113 — Western Civilization I.** A survey of the history of man—his government, economic, social, religious, intellectual, and esthetic activities from the earliest time to the middle of the seventeenth century. Three hours recitation per week. Credit, three semester hours.

**HIS 1123 — Western Civilization II.** A continuation of HIS 1113 including European colonizations and imperialism in Asia, in Africa and in the Americas; revolutionary movements of the 18th and 19th centuries; the movements leading to World War I, the aftermath of the war, the global events preceding the second World conflict; the Second World War; the recent international developments. Three hours recitation per week. Credit, three semester hours.

**HIS 1133 — History of Western Culture I.** An eye witness approach to the history of Western Culture. On the spot presentations of the political, economic, social, religious, and artistic progress in Rome, Northern Italy, and southern Germany. Visits to historic sites for making comparisons of the past with the present. Credit, three semester hours.

**HIS 1143 — History of Western Culture II.** An eye witness approach to the history of Western culture. On the spot presentations of the political, economic, social, religious and artistic progress in Switzerland, Paris, and London. Visits to historic sites for making comparisons of the past with the present. Credit, three semester hours.

**HIS 2213 — American (US) History I.** Survey of political, economic and social developments to 1865. Three hours recitation per week. Credit, three semester hours.

**HIS 2223 — American (US) History II.** Continued survey of political, economic and social developments since 1865. Three hours recitation per week. Credit, three semester hours.

## **HOME ECONOMICS**

**ROBBIE DUKES, B.S., M.S.**

The purpose of this department is to equip people to live democratically with satisfaction to themselves and profit to society as home members, workers, and citizens; and, to provide training which is broad and sufficiently flexible to meet the needs of both majors and non-majors.

**HEC 1213 — Food Selection & Preparation.** Practical knowledge of nutrition and its relation to health. Principles of food selection. Meal planning, preparation, and service. Principles of cookery stressed. Required of majors in home economics. Elective for others. One hour recitation and four hours laboratory per week. Credit, three semester hours. Second semester.

**HEC 1242 — Survey Course in Nutrition (Non-Majors).** Planned for non-home economics majors. Nutritional needs of the body and proper selection of foods emphasized. Laboratory experiences in modern preparation and serving family meals. One hour recitation and two hours laboratory per week. Credit, two semester hours. Second semester.

**HEC 1313 — Elementary Clothing.** Application of art principles in individual planning and buying. Emphasis on standards for selection and construction of various fabrics. Experiences in constructions, presentation of garments, and use of equipment. One hour recitation and four hours laboratory per week. Required of majors in home economics. Elective for others. Credit, three semester hours.

**HEC 1332 — Survey Course in Clothing (Non-Majors).** Planned for non-home economic majors. A study of appropriate dress with emphasis on standards for selection and construction of clothing. Garments are constructed in the laboratory. One hour recitation and two hours laboratory per week. Credit, two semester hours. First semester.

**HEC 1413 — Marriage and Family Living.** A course designed to give a better understanding of the factors that contribute to success and happiness in family relationships. Preparation for marriage; functions of modern homes; social and community influences; adjustment for family living. Readings to supplement the text. Open to men and women. Three hours recitation per week. Credit, three semester hours. First or second semester.

**HEC 2213 — Meal Management.** (Prerequisite: HEC 1213 or recommendation of instructor.) Continuation of the study of the body's need for food. Emphasis on more advanced meal planning, preparation, service, and preservation of food. Scientific principles of cookery stressed. One hour recitation and four hours laboratory per week. Credit, three semester hours. Second semester.

**HEC 2313 — Clothing Construction.** (Prerequisite: HEC 1313.) A study of fibers, weaves, fabric finishes, and care of textiles. Further principles of selection and construction applied to various fabrics. Advanced techniques of construction with emphasis on basic tailoring. One hour recitation and four hours laboratory per week. Credit, three semester hours. First semester.

## JOURNALISM

JUDY I. LEWIS, A.A., B.S.

**JOU 1013 — Practical Journalism.** A laboratory course devoted to practical journalistic methods as exemplified in the student newspaper, yearbook, and off-campus publications. The course offers experience in make-up, headlining, copyreading, proof-reading, page proof-reading, and news evaluation. Two hours recitation and two hours of laboratory per week. Credit, three semester hours.

**JOU 1113 — Principles of Journalism.** A course in the fundamentals of newspaper writing, combined with actual working experience on the staff of the **HINDSONIAN**, weekly student publication. Basic training in simple and complex news writing, society and sports writing, feature writing, editing, and editorial writing. Three hours recitation per week. Credit three semester hours.

**JOU 1413 — History of Journalism.** (Prerequisite: Journalism 1113 or consent of instructor.) Special emphasis on the study of American newspapers being published today, including comparison in purpose, mechanics, and layouts. Three hours recitation per week. Credit, three semester hours.

**JOU 2313 — Photojournalism.** Practice in using cameras, developing, enlarging and printing photographs for publication. Two hours recitation and two hours laboratory per week. Credit, three semester hours.

LURLINE STEWART, B.A., M.A.

EMMA FANCHER BEEMAN, B.A., M.A.

JAMES KENNETH JOHNSTON, B.S., M.Ed.

JAMES WILFRED ERVIN, B.S., M.S.

AARON M. RANKIN, B.S., M.Ed.

NORMA M. SIMMONS, B.S., M.A.

ALLEAN M. USSERY, B.S.E., M.S., M.S.C.S.

BETTIE WALLACE, B.S., M.S.

## MATHEMATICS

**MAT 1233 — Intermediate Algebra.** (Prerequisite: 1 unit of high school algebra or permission of the Mathematics staff.) Designed for students whose preparation in algebra is inadequate for regular college algebra. Review of the fundamental operations; fractions; exponents; linear equations; systems of equations; ratio and proportion. Three hours recitation per week. Credit, three semester hours.

NOTE: This course is not open to students with credit in MAT 1313 or to students who have had more than one unit in high school algebra unless recommended by the Mathematics staff. Frequently credit in MAT 1233 will not transfer to senior colleges.

**MAT 1313 — College Algebra.** (Prerequisite: at least 1½ units of high school algebra.) Sets and numbers; the algebra of numbers as a logical system; extension of the logic of algebra; inequalities, absolute values, and coordinate systems; functions and their graphical representation; linear and quadratic functions; determinants; polynomial functions; inverse functions; permutations; combinations, and the binomial theorem; exponential and logarithmic functions; complex numbers. Three hours recitation per week. Credit, three semester hours.

**MAT 1323 — Trigonometry.** Trigonometric functions; functions of the composite angle; trigonometric equations; logarithms; radian measure; solution of right triangles; solution of oblique triangles; inverse trigonometric functions; complex numbers. Three hours recitation per week. Credit, three semester hours.

**MAT 1423 — Basic Concepts of Mathematics I.** A review of basic algebra; systems of linear equations and systems of linear inequalities; an introduction to linear programming; an introduction to vector and matrix algebra. Three hours recitation per week. Credit, three semester hours. Students with credit in MAT 1233 or 1313 will not receive credit in MAT 1423. For business and agriculture majors.

**MAT 1433 — Basic Concepts of Mathematics II.** (Prerequisite: MAT 1423 or its equivalent.) Compound interest and annuities; an intuitive introduction of the calculus; applications of the calculus to economics and the social sciences; elementary probability. Three hours recitation per week. Credit, three semester hours. For business and agriculture majors.

**MAT 1723 — The Real Number System.** (Prerequisite: 1 unit of high school algebra and sophomore standing.) The nature of mathematics; the fundamental concepts of logic; the structure and development of the number system. Three hours recitation per week. Credit, three semester hours. Intended for sophomore education majors exclusive of those planning to teach secondary mathematics or science.

**MAT 1733 — Informal Geometry and Algebra.** (Prerequisite: MAT 1723.) A continuation of MAT 1723; simple algebraic concepts; informal geometry. Three hours recitation per week. Credit, three semester hours.

**MAT 1823 — Calculus I.** First in a series of four integrated courses in analytic geometry and calculus. (Prerequisite: credit for, or registration in MAT 1313 and 1323 or the equivalent.) The coordinate systems: basic theorems of analytics; functions; limits; the derivative; differentiation of algebraic functions; applications or derivatives. Three hours recitation per week. Credit, three semester hours.

**MAT 1833 — Calculus II.** (Prerequisite: MAT 1823.) Maxima and minima, antiderivatives, the definite integral, applications of definite integrals, the conics. Three hours recitation per week. Credit, three semester hours.

**MAT 2113 — Introduction to Linear Algebra.** (Prerequisite: MAT 1833.) Vector spaces; matrices; linear transformations; systems of linear equations; determinants; characteristic values and characteristic vectors. Three hours recitation per week. Credit, three semester hours.

**MAT 2253 — Differential Equations.** (Prerequisite: credit for, or registration in MAT 2273.) Differential equations of the first order and first degree; applications; linear differential equations of higher order; numerical methods differential equations of the first order and not of the first degree; solution in series; systems of partial differential equations; partial differential equations of the first order; the Laplace transformation. Three hours recitation per week. Credit, three semester hours.

**MAT 2263 — Calculus III.** (Prerequisite: MAT 1833.) Differentiation and integration of transcendental functions; techniques of integration; parametric equations and vectors in the plane; improper integrals; indeterminate forms. Three hours recitation per week. Credit, three semester hours.

**MAT 2273 — Calculus IV.** (Prerequisite: MAT 2263.) Solid analytic geometry; vectors in three-dimensional space; partial differentiation; multiple integrals; infinite series; introduction to differential equations. Three hours recitation per week. Credit, three semester hours.

## MEDICAL LABORATORY TECHNICIAN

MARGARET J. MANSELL, B.S., M.T.

MLS 2110 — Clinical Experience I. Practical Clinical experience in an authorized hospital for a period of seventeen weeks. Credit, ten semester hours.

MLS 2126 — Clinical Experience II. Practical Clinical experience in an authorized hospital for a period of ten weeks. Credit, six semester hours.

## MEDICAL RECORD SCIENCE

GWEN GREEN, R.R.L., B.A.  
ELIZABETH G. FISHER, R.R.A.

MRS 1113 — Medical Records Science I. A basic course in medical records keeping, theory and practice, including background material on history of hospitals and medicine, organization and function of medical record department, duties and responsibilities of the medical record technician. Detail instruction in methods of numbering, filing, classifying, analyzing medical records. Two hours of recitation and two hours laboratory practice per week. Credit, three semester hours.

MRS 1123 — Medical Terminology. Prefixes, suffixes, roots, abbreviations, disease, operative and drug terms. A study of terms related to all areas of medical science, hospital service and the paramedical specialities. Three hours recitation per week. Credit, three semester hours.

MRS 1133 — Medical Records Science II. A continuation of MRS I with emphasis on medical records for long term care facilities; medical record systems for ancillary service departments; approving, licensing and certifying agencies. Three hours recitation per week. Credit, three semester hours.

MRS 2113 — Medical Record Science III. Coding of diseases and operations by SNDO and ICDA; maintenance and use of indexes and secondary registers; introduction to health statistics and their uses, together with methods of completion from the medical record as a source. Two hours recitation per week. Two hours laboratory per week. Credit, three semester hours.

MRS 2133 — Medical Record Science IV. An introduction to the basic principles of organization and management with special emphasis on the inter-departmental and departmental organization and management applied to medical record administration. Legal problems encountered in the practice of medicine with emphasis on principles of law as applied to the health field, with practical references to all phases of medical record practice. Three hours recitation per week. Credit, three semester hours.

MRS 2147 — Directed Practice I. (Prerequisite: Medical Record Science 1113, 1123, and 1133.) Practical experience in an authorized hospital; 240 clock hours plus one hour per week seminar with director of the program. Credit, seven semester hours.

MRS 2157 — Directed Practice II. (Prerequisite: Medical Record Science 2147.) Practical experience in an authorized hospital; 240 clock hours plus one hour per week seminar with director of the program. Credit, seven semester hours.

## MODERN & ANCIENT LANGUAGE

CLAUDE WILLIAMS, B.A., M.A.  
HILDA REE DAVIS, B.A., M.A.

FOR THE STUDENT WHO PLANS TO GRADUATE FROM A FOUR-YEAR SCHOOL THAT REQUIRES LANGUAGE FOR GRADUATION, ALL HOURS TAKEN MUST BE IN THE SAME LANGUAGE.

### FRENCH

MFL 1113 — Elementary French I. For beginning students and those with not more than one year of high school French. Pronunciation, grammar, conversation, reading, and composition. Three hours recitation per week and a minimum of one hour per week in the language laboratory. Credit, three semester hours. A unit course; no credit allowed toward graduation for first semester without second semester credit.

MFL 1123 — Elementary French II. (Prerequisite: MFL 1113 or equivalent.) A continuation of MFL 1113. Three hours recitation per week and a minimum of one hour per week in the language laboratory. Credit, three semester hours.

MFL 1133 — Elementary French I A. Designed to develop basic language skills, with special emphasis on speaking and on understanding the spoken language. Six weeks of travel and study in France to immerse the student in language and culture of the country. Credit, three semester hours.

MFL 1143 — Elementary French II A. A continuation of MFL 1133. Credit, three semester hours.

MFL 2113 — Intermediate French I. (Prerequisite: MFL 1123 or two units of high school French.) A review of French grammar, with readings and exercises designed to increase the student's vocabulary, contribute to his mastery of idiomatic construction, and introduce him to French literature. Three hours recitation per week and a minimum of one hour per week in the language laboratory. Credit, three semester hours.

MFL 2123 — Intermediate French II. (Prerequisite: MFL 2113 or equivalent.) A continuation of MFL 2113. Three hours recitation per week and a minimum of one hour per week in the language laboratory. Credit, three semester hours.

## SPANISH

**MFL 1215 — Elementary Spanish I.** For beginning students and those with not more than one year of high school Spanish. Basic Spanish grammar, pronunciation, vocabulary, conversation, reading, and composition. Four hours recitation and two hours laboratory per week. Credit, five semester hours.

**MFL 1225 — Elementary Spanish II.** (Prerequisite: MFL 1215 or equivalent.) A continuation of MFL 1215. Four hours recitation per week and two hours laboratory per week. Credit, five semester hours.

**MFL 1233 — Elementary Spanish I A.** Designed to develop basic language skills, with special emphasis on speaking and on understanding the spoken language. Six weeks of travel and study in Spain to immerse the student in the language and culture of the country. Credit, three semester hours.

**MFL 1243 — Elementary Spanish II A.** A continuation of MFL 1233. Credit, three semester hours.

**MFL 2213 — Intermediate Spanish I.** (Prerequisite: MFL 1225 or two units of high school Spanish.) A review of Spanish grammar, followed by the reading of suitable modern Spanish literature. Three hours recitation and a minimum of one hour per week in the language laboratory. Credit, three semester hours.

**MFL 2223 — Intermediate Spanish II.** (Prerequisite: MFL 2213 or equivalent.) A continuation of MFL 2213. Three hours recitation per week and a minimum of one hour per week in the language laboratory. Credit, three semester hours.

**MFL 2233 — Spanish Conversation.** Conversation and Composition. (Prerequisite: MFL 1225 or equivalent.) Three hours recitation and a minimum of one hour per week in the language laboratory. May be taken concurrently with MFL 2213 but not before MFL 2213 except with permission from the instructor. Credit, three semester hours.

**MFL 2243 — Spanish Conversation.** (Prerequisite: MFL 1225 or equivalent.) May be taken concurrently with MFL 2233 but not before MFL 2233 except with permission of the instructor. Three hours recitation and a minimum of one hour per week in the language laboratory. Credit, three semester hours.

JAMES LESLIE REEVES, B.A., M.A.  
GENEVA REEVES, B.A., B.M., M.S.M.  
REBECCA BLACKWELL DRAKE, B.M., M.M.  
JAMES FURLOW, B.M., M.M.  
TALMADGE LAMAR TENHET, B.S., M.M.  
EDITH BALLARD, B.S., M.S.M.  
JOHN P. MANCHESTER, Jr., B.S., M.M.E  
HILDA REE DAVIS, B.M., M.A  
BARNEY D. McCANN, B.M

## MUSIC

An excellent faculty, equipment, and New Fine Arts Building make the college Music Department outstanding in its contribution to the musical de

velopment and growth of the student. The department encourages attendance and participation in the musical organizations and activities in Jackson and surrounding area.

Students transfer to senior college with no loss of credit toward their degrees in music. No special or additional fees are charged for any of the courses given in the Music Department. Expenses, as outlined on pages 19, 20, & 21 of the catalog, cover all costs of this department. Students enrolling in applied music courses must audition prior to completing registration so that proper course numbers can be assigned.

## LITERATURE AND THEORY

**MUS 1112 — Fundamentals of Music.** Basic principles of music, notation, scales, intervals and rhythmic patterns, with emphasis on aural skills and keyboard application. Credit toward meeting theory requirements for graduation at Hinds Junior College. Three hours recitation per week. Credit, two semester hours.

NOTE: MUS 1112 is not the standard freshman theory course required for graduation from senior colleges and universities and is not offered to meet these requirements. Students taking MUS 1112 and planning to continue as music majors in a senior college should follow this course with MUS 1214,1224.

**MUS 1113 — Music Appreciation.** (Non-Majors.) Listening Course designed to give the student through aural perception, understanding and appreciation of music as a moving force in Western Culture. Three hours recitation per week. Credit, three semester hours.

**MUS 1214, 1224 — Theory I and Theory II.** (Prerequisite: concurrent enrollment in piano and choir or band.) The vocabulary and techniques of traditional contrapuntal-harmonic music, with keyboard application, written work, and correlated aural dictation and sight-singing. Required of music majors. MUS 1224 a continuation of MUS 1214. Five hours recitation per week. Credit, four semester hours each semester.

**MUS 2133, 2143 — Music Literature I and Music Literature II.** Lecture-Listening course, designed to acquaint the music major with a broad historical overview of musical style and repertoire from antiquity to the present. Three hours recitation per week. Credit, three semester hours per semester.

**MUS 2214, 2224 — Theory III and Theory IV.** (Prerequisite: Music 1214, 1224 and concurrent enrollment in piano and choir or band.) MUS 2214 a continuation of MUS 1224; MUS 2224 a continuation of MUS 2214. Five hours recitation per week. Credit, four hours each semester.

## MUSICAL ORGANIZATIONS BAND

**MUS 1711, 1721 — Band I and Band II.** (Prerequisite: consent of instructor.) Organized to serve the college at games, concerts, and other public and special

**The Courses**

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functions. MUS 1721 a continuation of MUS 1711. Five hours laboratory per week. Credit, one semester hour each semester for those who participate in all public performances.

MUS 2711, 2721 — Band III and Band IV. MUS 2711 a continuation of MUS 1721; MUS 2721 a continuation of MUS 2711. Five hours laboratory per week. Credit, one semester hour each semester for those who participate in all public performances.

## **CHOIR**

MUS 1811, 1821 — Choir I and Choir II. Membership by audition. The performing group of the vocal department makes numerous appearances during the year, both on the campus and throughout the state. MUS 1821 a continuation of MUS 1811. Three hours laboratory per week. Credit, one semester hour each semester.

MUS 2811, 2821 — Choir III and Choir IV. MUS 2811 a continuation of MUS 1821; MUS 2821 a continuation of MUS 2811. Three hours laboratory per week. Credit, one semester hour each semester.

## **APPLIED MUSIC CLASS INSTRUCTION**

PIA 1311, 1321 — Class Piano I and II. Intended for students who have no previous keyboard experience. PIA 1321 a continuation of PIA 1311. Two hours laboratory per week. Credit, one semester hour each semester.

PIA 2311, 2321 — Class Piano III and IV. PIA 2311 a continuation of PIA 1321. PIA 2321 a continuation of PIA 2311. Two hours laboratory per week. Credit, one semester hour each semester.

VOI 1411, 1421 — Class Voice I and II. Lessons in voice for students who have need of instruction in more fundamental aspects of vocal arts. VOI 1421 a continuation of VOI 1411. Two hours laboratory per week. Credit, one semester hour each semester.

PER 1511, 1521 — Class Percussion I and II. Lessons in rudiments of percussion for music education majors and others who have need for the basic fundamentals of percussion. Two hours laboratory per week. Credit, one semester hour each semester.

PER 2511, 2521 — Class Percussion III and IV. PER 2511 a continuation of PER 1521. PER 2521 a continuation of PER 2511. Two hours laboratory per week. Credit, one semester hour each semester.

BRA 1511, 1521 — Class Brass I and II. Lessons in rudiments of brass instruments for music majors and others who have a need for the basic fundamentals of brass. Two hours laboratory per week. Credit, one semester hour each semester.

**BRA 2511, 2521 — Class Brass III and IV.** BRA 2511 a continuation of BRA 1521. BRA 2521 a continuation of BRA 2511. Two hours laboratory per week. Credit, one semester hour each semester.

**WWN 1511, 1521 — Class Woodwinds I and II.** Lessons in rudiments of woodwind instruments for music education majors and others who have a need for the basic fundamentals of woodwinds. Two hours laboratory per week. Credit, one semester hour each semester.

**WWN 2511, 2521 — Class Woodwinds III and IV.** WWN 2511 a continuation of WWN 1521. WWN 2521 a continuation of WWN 2511. Two hours laboratory per week. Credit, one semester hour each semester.

### **PRIVATE INSTRUCTION**

#### **BRASS**

**BRA 1531, 1541 — Elective Brass I and II.** BRA 1541 a continuation of BRA 1531. Open to students who are interested in participating in band or orchestra. Two half-hour lessons per week and one hour practice daily. Credit, one semester hour each semester.

**BRA 1552, 1562 — Music Education Brass I and II.** BRA 1562 a continuation of BRA 1552. Music Education majors and non-music majors who meet instructor's requirements. Two half-hour lessons per week and two hours practice daily. Credit, two semester hours each semester.

**BRA 1573, 1583 — Brass Majors I and II.** BRA 1583 a continuation of BRA 1573. Two half-hour lessons per week and three hours practice daily. Credit, three semester hours each semester.

**BRA 2531, 2541 — Elective Brass III and IV.** BRA 2531 a continuation of BRA 1541. BRA 2541 a continuation of BRA 2531. Two half-hour lessons per week and one hour practice daily. Credit, one semester hour each semester.

**BRA 2552, 2562 — Music Education Brass III and IV.** BRA 2552 a continuation of BRA 1562. BRA 2562 a continuation of BRA 2552. Two half-hour lessons per week and two hours practice daily. Credit, two semester hours each semester.

**BRA 2573, 2583 — Brass Majors III and IV.** BRA 2573 a continuation of BRA 1583. BRA 2583 a continuation of BRA 2573. Two half-hour lessons per week and three hours practice daily. Credit, three semester hours each semester.

#### **PERCUSSION**

**PER 1531, 1541 — Elective Percussion I and II.** PER 1541 a continuation of PER 1531. Open to students who are interested in participating in band or orchestra. Two half-hour lessons per week and one hour practice daily. Credit, one semester hour each semester.

PER 1552, 1562 — Music Education Percussion I and II. PER 1562 a continuation of PER 1552. Music Education majors and non-music majors who meet instructor's requirements. Two half-hour lessons per week and two hours practice daily. Credit, two semester hours each semester.

PER 1573, 1583 — Percussion Major I and II. PER 1583 a continuation of PER 1573. Two half-hour lessons per week and three hours practice daily. Credit, three semester hours each semester.

PER 2531, 2541 — Elective Percussion III and IV. PER 2531 a continuation of PER 1541. PER 2541 a continuation of PER 2531. Two half-hour lessons per week and one hour practice daily. Credit, one semester hour each semester.

PER 2552, 2562 — Music Education Percussion III and IV. PER 2552 a continuation of PER 1562. PER 2562 a continuation of PER 2552. Two half-hour lessons per week and two hours practice daily. Credit, two semester hours each semester.

PER 2573, 2583 — Percussion Major III and IV. PER 2573 a continuation of PER 1583. PER 2583 a continuation of PER 2573. Two half-hour lessons per week and three hours practice daily. Credit, three semester hours each semester.

## ORGAN

ORG 1631, 1641 — Elective Organ I and II. Piano audition required. ORG 1641 a continuation of ORG 1631. Two half-hour lessons per week and one hour practice daily, or at the instructor's discretion, one half-hour lesson per week and one hour practice daily. Credit, one semester hour each semester.

ORG 1652, 1662 — Music Education Organ I and II. Piano audition required. Music Education majors and non-music majors who meet instructor's requirements. ORG 1662 a continuation of ORG 1652. Two half-hour lessons per week and two hours practice daily. Credit, two semester hours each semester.

ORG 1673, 1683 — Organ Major I and II. Prerequisite: Satisfactory audition on piano or organ, and concurrent enrollment in piano. Gleason: "Method of Organ Playing." Repertoire equivalent to Bach; "Cathedral Prelude and Fugue; Dupre; "Station of the Cross XI". Presentation of public recital required. ORG 1683 a continuation of ORG 1673. Two half-hour lessons per week and three hours practice daily. Credit, three semester hours each semester.

ORG 2631, 2641 — Elective Organ III and IV. ORG 2631 a continuation of ORG 1641. ORG 2641 a continuation of ORG 2631. Two half-hour lessons per week and one hour practice daily, or at the instructor's discretion, one half-hour lesson per week and one hour practice daily. Credit, one semester hour each semester.

ORG 2652, 2662 — Music Education Organ III and IV. ORG 2652 a continuation of ORG 1662. ORG 2662 a continuation of ORG 2652. Two half-hour lessons per week and two hours practice daily. Credit, two semester hours each semester.

**ORG 2673, 2683 — Organ Major III and IV.** ORG 2673 a continuation of ORG 1683. ORG 2683 a continuation of ORG 2673. Two half-hour lessons per week and three hours practice daily. Credit, three semester hours each semester.

## PIANO

**PIA 1331, 1341 — Elective Piano I and II.** Intended for Music and non-music majors advanced beyond the level of PIA 2311 and 2321, but may at the instructor's discretion, be used as a substitute for PIA 2311 and 2321. Two half-hour lessons per week and one hour practice daily, or at the instructor's discretion, one half-hour lesson per week and one hour practice daily. Credit, one semester hour each semester.

**PIA 1352, 1362 — Music Education Piano I and II.** Required of Music Education majors with piano emphasis. Open to non-music majors with instructor's approval. Two half-hour lessons per week and two hours practice daily. Credit, two semester hours each semester.

**PIA 1373, 1383 — Piano Major I and II.** Prerequisite: consent of music faculty. Material for development of technique and study of style and interpretation of representative compositions from these periods of music history: Pre-Baroque or Baroque; Classical; Romantic; Impressionistic or Contemporary. Public recital required of all piano majors. Two half-hour lessons per week and three hours practice daily. Credit, three semester hours each semester.

**PIA 2331, 2341 — Elective Piano III and IV.** PIA 2331 a continuation of PIA 1341. PIA 2341 a continuation of PIA 2331. Two half-hour lessons per week and one hour practice daily, or at the instructor's discretion, one half-hour lesson per week and one hour practice daily. Credit, one semester hour each semester.

**PIA 2352, 2362 — Music Education Majors Piano III and IV.** PIA 2352 a continuation of PIA 1362. PIA 2362 a continuation of PIA 2352. Two half-hour lessons per week and two hours practice daily. Credit, two semester hours each semester.

**PIA 2373, 2383 — Piano Majors III and IV.** PIA 2373 a continuation of PIA 1383. PIA 2383 a continuation of PIA 2373. Public recital required of all students enrolled in PIA 2383. Two half-hour lessons per week and three hours practice daily. Credit, three semester hours each semester.

## VOICE

**VOI 1431, 1441 — Elective Voice I and II.** VOI 1441 a continuation of VOI 1431. Intended for students who have advanced beyond the level of VOI 1421. Two half-hour lessons per week and one hour practice daily, or at the instructor's discretion, one half-hour lesson per week and one hour practice daily. Credit, one semester hour each semester.

**VOI 1452, 1462 — Music Education Voice I and II.** Intended for Music Education majors with voice as emphasis and non-music majors who meet

## The Courses

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instructor's requirements. Participation in choir required. Two half-hour lessons per week and one hour practice daily. Credit, two semester hours each semester.

**VOI 1473, 1483** — Voice Major I and II. VOI 1483 a continuation of VOI 1473. Prerequisite: satisfactory audition. Technique in the study of voice. Principles of relaxation, breathing, distinct enunciation and interpretation. Participation in choir required. Two half-hour lessons per week and two hours practice daily. Credit, three semester hours each semester.

**VOI 2431, 2441** — Elective Voice III and IV. VOI 2431 a continuation of VOI 1441. VOI 2441 a continuation of VOI 2431. Two half-hour lessons per week and one hour practice daily or at the instructor's discretion, one half-hour lesson per week and one hour practice daily. Credit, one semester hour each semester.

**VOI 2452, 2462** — Music Education Voice III and IV. VOI 2452 a continuation of VOI 1462. VOI 2462 a continuation of VOI 2452. Participation in choir required. Two half-hour lessons per week and one hour practice daily. Credit, two semester hours each semester.

**VOI 2473, 2483** — Voice Major III and IV. VOI 2473 a continuation of VOI 1483. VOI 2483 a continuation of VOI 2473. Participation in choir required. Two half-hour lessons per week and two hours practice daily. Credit, three semester hours each semester.

## WOODWINDS

**WWN 1531, 1541** — Elective Woodwinds I and II. WWN 1541 a continuation of WWN 1531. Open to students who are interested in participating in band or orchestra. Two half-hour lessons per week and one hour practice daily. Credit, one semester hour each semester.

**WWN 1552, 1562** — Music Education Woodwinds I and II. WWN 1562 a continuation of WWN 1552. Music Education majors and non-music majors who meet instructor's requirements. Two half-hour lessons per week and two hours practice daily. Credit, two semester hours each semester.

**WWN 1573, 1583** — Woodwinds Majors I and II. WWN 1583 a continuation of WWN 1573. Two half-hour lessons per week and three hours practice daily. Credit, three semester hours each semester.

**WWN 2531, 2541** — Elective Woodwinds III and IV. WWN 2531 a continuation of WWN 1541. WWN 2541 a continuation of WWN 2531. Two half-hour lessons per week and one hour practice daily. Credit, one semester hour each semester.

**WWN 2552, 2562** — Music Education Woodwinds III and IV. WWN 2552 a continuation of WWN 1562. WWN 2562 a continuation of WWN 2552. Two half-hour lessons per week and two hours practice daily. Credit, two semester hours each semester.

WWN 2573, 2583 — Woodwinds Majors III and IV. WWN 2573 a continuation of WWN 1583. WWN 2583 a continuation of WWN 2573. Two half-hour lessons per week and three hours practice daily. Credit, three semester hours each semester.

EUNICE PACE, B.S., M.P.H.  
BOBBIE B. ANDERSON, B.S.N.E.  
SHERRY O. AVENMARG, B.S.N.  
DALE O. CARRELL, B.S.N.  
MILDRED C. HEARN, B.S.N.E.  
DIXIE P. KEYES, B.S.N.  
MILDRED K. RIVES, B.S.N.E.  
NANCY STEWARD, B.S.N.

## NURSING

Nursing became a part of college education to help meet the great need for health care in the community. The program provides for those competencies expected of registered nurses giving direct patient care. All classes are conducted on the campus. Selected laboratory experiences planned in community hospitals and other health agencies are correlated with theory. Graduates are eligible for examination by the Nurses' Board of Examination and Registration of Mississippi to become registered nurses.

Students eligible for admission to Hinds Junior College are selected for the nursing program on the basis of entrance scores, high school achievement, and a personal interview. A minimum grade of "C" on each nursing and science course is required for successful completion of the program. Courses offered are for majors in nursing only and must be taken in sequence.

Registered Nurses who desire to continue their education should enroll in the transfer courses. In general, required courses for a B.S. Degree include English, Sociology, Political Science, History, Speech, and Psychology. A college counselor will assist in planning these programs.

NUR 1118 — Nursing Science I. A study of the characteristics of the basic and secondary human needs in all phases of the life cycle, the problems arising from lack of fulfillment, and identification and implementation of appropriate nursing intervention. Four hours recitation and eight hours laboratory per week. Credit, eight semester hours.

NUR 1128 — Nursing Science II. (Prerequisite: NUR 1118.) An introduction to the characteristics of illnesses and injuries which interfere with fulfillment of human needs in all phases of the life cycle, the problems resulting from this interference, and the identification and implementation of appropriate nursing intervention when such interference occurs. Content is organized around the six major problem solving areas: oxygenation, mobility, regulatory, mental health, elimination, and nutrition. Four hours recitation and eight hours laboratory per week. Credit, eight semester hours.

NUR 2110 — Nursing Science III. (Prerequisite: NUR 1128.) A continuing study of major problems and causes in situations of increasing severity as

they relate to patients of all ages. Individual responsibility for giving skilled nursing care and solving problems is emphasized. Six hours recitation and twelve hours laboratory per week. Credit, ten semester hours.

NUR 2120 — Nursing Science IV. (Prerequisite: NUR 2110.) Continuation of Nursing III. Six hours recitation and twelve hours laboratory per week. Credit, ten semester hours.

## PHILOSOPHY & BIBLE

JERRY M. WILLIAMSON, B.A., B.D.

PHI 1113 — Old Testament Survey. A survey study of the Old Testament. Emphasis upon its religious, literary and historical values. Law, Prophets, Writings considered. Three hours recitation per week. Credit, three semester hours.

PHI 1123 — New Testament Survey. A survey study of the New Testament. Primary emphasis upon Gospels and letters of Paul. Three hours recitation per week. Credit, three semester hours.

## PHYSICS

REX BINGHAM, B.S., M.S.  
JAMES D. DURHAM, B.S., Ph.D.  
B. D. SPRABERRY, B.A., M.A., M.S.  
C. RICHARD ADKINS, A.B., M.A.  
DONALD FAULKNER, B.S., M.S.

PHY 1113, 1123 — Astronomy I & II. Two semester course. Study of the solar system, the stars, the galaxy, and the extra-galactic universe. Occasional observatory work at night. Three hours recitation per week. Credit, three semester hours each semester.

PHY 2213 — Physical Science Survey I. Introduction to physical science for non-science majors taught from a descriptive viewpoint with a minimum of mathematics. A survey of physics and astronomy. One unit of high school algebra is recommended. Three hours recitation per week. Credit, three semester hours.

PHY 2223 — Physical Science Survey II. A continuation of PHY 2213. A survey of chemistry, geology, and meteorology. Three hours recitation per week. Credit, three semester hours.

PHY 2373 — General Physics I. (Prerequisite: MAT 1313 and 1323 or equivalent; MAT 1323 may be taken concurrently.) Deals with the laws of mechanics and fluids. PHY 2373, 2383, 2393 satisfy the physics requirements for science and engineering majors. Two hours lecture, one hour drill, and two hours laboratory per week. Credit, three semester hours.

**PHY 2383 — General Physics II.** (Prerequisite: PHY 2373 or equivalent.) Deals with the laws of heat, sound, and light. Two hours lecture, one hour drill, and two hours laboratory per week. Credit, three semester hours.

**PHY 2393 — General Physics III.** (Prerequisite: PHY 2383 or equivalent or permission of instructor.) Deals with the laws of electricity, magnetism, and modern physics. Two hours lecture, one hour drill, and two hours laboratory per week. Credit, three semester hours.

**PHY 2434 — General Physics I.** (Prerequisite: MAT 1313 and 1323 or equivalent; MAT 1323 may be taken concurrently.) Deals with the laws of mechanics, fluids, heat, and sound. PHY 2434 and 2444 satisfy the physics requirements for students in pre-pharmacy, pre-medicine, and related fields. Three hours recitation and two hours laboratory per week. Credit, four semester hours.

**PHY 2444 — General Physics II.** (Prerequisite: PHY 2434.) A continuation of PHY 2434. Deals with the laws of light, electricity, magnetism, and modern physics. Three hours recitation and two hours laboratory per week. Credit, four semester hours.

E. DARDEN REYNOLDS, JR., B.A., M.A.  
LANCE KNEELAND, B. A., M.A.T.  
JOHN W. TURCOTTE, B.A.

## POLITICAL SCIENCE

**PSC 1113 — American National Government.** A study of U. S. Government, with emphasis on history, principles, controls, and structure. Three hours recitation per week. Credit, three semester hours.

**PSC 1123 — American State and Local Government.** A study of state, urban and rural government, with emphasis on history, principles, controls and structure. Three hours recitation per week. Credit, three semester hours.

**PSC 2113 — European Comparative Government.** A comparative study of the nature of international relations, foreign policies, and nationalism in contemporary European politics. Special emphasis on problems leading to an understanding of the economic, social, and political aspirations of the European states. Three hours recitation per week. Credit, three semester hours.

MICHAEL J. RABALAIS, B.A., M.S.  
FLOYD S. ELKINS, B.S., M.Ed., Ph.D.  
W. D. ROUNTREE, B.S., M.S.  
BETTY CLAYTON, B.A., M.S.  
JANE A. TURNER, B.A., M.S.

## PSYCHOLOGY

**PSY 1513 — General Psychology I.** An introduction to the scientific study of human behavior. Includes history and methods of psychology, growth and development; principles of learning; sensation and perception; thinking; statistics; personality; and intelligence. Three hours recitation per week. Credit, three semester hours.

**PSY 1523 — General Psychology II.** (Prerequisite: PSY 1513.) A continuation of Psychology 1513 emphasizing applied psychological methods and principles. Includes motivation and emotion; abnormal behavior; mental health and therapy; group processes; mass communication and persuasion and industrial psychology. Three hours recitation per week. Credit, three semester hours.

**PSY 2513 — Child Psychology.** (Human Growth & Development I.) (Prerequisite: PSY 1513 and sophomore standing.) Considers development from the prenatal period through the primary years of puberty. Emphasis on physical, mental, social, and emotional growth as influenced by both maturation and learning. Implications of these stages of development to education emphasized. Three hours recitation per week. Credit, three semester hours.

## **RADIOLOGIC TECHNOLOGY**

ROBERT HENDERSON, M.D.  
ROBERT DYE SLOAN, M.D.  
JACKIE BEARD, R.T.  
ELIZABETH ANN WHITFIELD, B.S.  
JOYCE WILLIAMS, R.T.

**XRT 2123 — Orientation.** Includes nursing procedures, departmental administration, and radiation protection. A general introduction on the Allied Health Professions with treatment of department and hospital organization and radiological safety for patients and personnel. Three hours recitation per week. Credit, three semester hours.

**XRT 2141 — Darkroom Chemistry.** Elementary chemistry involved in the proper development of exposed film. One hour recitation and two hours laboratory per week. Credit, one semester hour.

**XRT 2153, 2163 — Anatomy and Physiology I & II.** Systems, structure, organs and functions of the body presented with particular emphasis to the understandings, interpretations, and work required of the X-Ray Technician. Two hours recitation and three hours of laboratory per week. Credit, three semester hours per semester. This course will apply toward the Science requirement for the Associate of Applied Science Degree in Radiologic Technology.

**XRT 2184 — Physics.** Fundamentals of electrical and radiation physics as factors involved in the operation of X-Ray equipment and auxiliary devices. Two hours recitation and four hours laboratory per week. Credit, four semester hours.

**XRT 2213, 2223 — Special Radiologic Procedures I & II.** Includes radiation therapy and isotopes. A study of specialized procedures in radiography such as intraoral, pediatric, radioisotope technique, and radiation therapy. Two hours recitation and four hours laboratory per week. Credit, three semester hours per semester.

**XRT 2233, 2243 — Radiographic Technique I & II.** A course designed to give the student both the theory of machine radiation and the use of radiation in exposure for medical purposes. Practical application given in the use and

manipulation of the machine, in exposure problems, and in the construction of technique charts for all kilovoltage ranges. Two hours recitation and six hours laboratory per week. Credit, three semester hours per semester.

**XRT 2253, 2263** — Radiographic Positioning I & II. Precise and detailed presentation of the roentgenographic positioning of the body for X-Ray exposure supplemented by practical applications in the radiographic room. Two hours recitation and six hours laboratory per week. Credit, three semester hours per semester.

**XRT 2283** — Film Critique. Instruction and practical application in which the student conducts an analysis and evaluation of self-made films. Instructor's critique and student evaluation directed toward perfecting the student's skills in all areas of technology. One hour recitation and four hours of laboratory per week. Credit, three semester hours.

**XRT 2316, 2326, 2336, 2346** — Clinical Experience I, II, III, IV. Practical clinical experience. Thirty hours of clinical practice per week. Credit, six semester hours per course.

MARION MOUNGER, B.A., M.S.  
HILDA McRANEY, B.S., M.Ed.

## **READING**

**REA 1212** — Reading Improvement I. A course provided to help students develop reading skills necessary for success in college. Diagnostic testing followed by practice in skills according to the needs of the student. Emphasis on spelling, pronunciation, vocabulary and study skills. Guidance in developing wide reading interests. Three hours recitation per week. Credit, two semester hours.

**REA 1232** — Speed Reading I (Comprehension). Diagnostic testing followed by practice in skills according to the needs of the student. Emphasis on comprehension skills such as getting main ideas, summarizing, organizing, and drawing conclusions. Guidance in developing reading interests that will provide background for college courses. Three hours recitation per week. Credit, two semester hours.

**REA 1241** — Speed Reading II. A course for students who have earned above average grades. Practice with laboratory equipment provided according to the needs of the individual. Emphasis on flexibility, critical thinking, retention and comprehension. Guidance in developing wide reading interests. Stimulation for reading in depth. One hour recitation per week. Credit, one semester hour.

ROBERT L. WALL, A.R.I.T.  
JESSE L. WOFFORD, M.D.  
SUE ANN SMITH, A.R.I.T.

## **RESPIRATORY THERAPY TECHNOLOGY**

The Courses \_\_\_\_\_

**RTT 1111 — Respiratory Therapy Orientation.** Lectures, demonstrations and field trips to an authorized hospital to expose the student to the field of Respiratory Therapy. One hour recitation per week. Credit, one semester hour.

**RTT 1123 — Respiratory Therapy Theory.** Basic respiratory physiology including mechanics of breathing and control of ventilation with special emphasis on applied medical physics. Three hours recitation per week. Credit, three semester hours.

**RTT 2132 — Anatomy.** Review of heart and lung anatomy. Basic review of the anatomy of bones, muscles, endocrine systems and kidney. Autopsy material and surgical procedures demonstrated. Two hours recitation per week. Credit, two semester hours.

**RTT 2142 — Physiology and Pharmacology.** The function of the heart and lungs in gas exchange stressed. The effect of various drugs on these systems studied. Two hours recitation per week. Credit, two semester hours.

**RTT 2152 — Pathology.** Studies of asthma, bronchitis and emphysema made. Infections and malignancy of the respiratory tract presented. Two hours recitation per week. Credit, two semester hours.

**RTT 2165 — Therapeutic Gas Administration.** A course designed to teach the various methods of delivering therapeutic gases. Includes piping systems, storage systems, flowmeters, pressure reducing regulators, tents, catheters, cannulas, mask and hoods of various descriptions. Includes design, function and care of all equipment used by Respiratory Therapy. Four hours recitation and two hours of laboratory per week. Credit, five semester hours.

**RTT 2174 — Conference and Clinical Experience I.** Clinical experience in an authorized hospital for one semester. Eight hours of clinical experience per week. Credit, four semester hours.

**RTT 2182 — Metabolism.** A review of basic food stuffs, digestion, cellular metabolism and energy release. The effect of exercise, cold and high altitude upon respiratory requirements covered. Two hours recitation per week. Credit, two semester hours.

**RTT 2192 — Acid-Base Balance.** Pulmonary control of Hemeotasis. Two hours recitation per week. Credit, two semester hours.

**RTT 2212 — Pulmonary Insufficiency.** Diagnosis, cause and effect upon the body and treatment discussed and demonstrated. Two hours recitation per week. Credit, two semester hours.

**RTT 2223 — Airway Management.** A course designed to teach the essentials of cardio-pulmonary resuscitation. Special emphasis given to the management of airway obstruction; external cardiac massage; electrocardiography; cardioversion and the use of resuscitators. Two hours recitation and two hours laboratory per week. Credit, three semester hours.

**RTT 2235 — Artificial Ventilation.** Precise instruction in the management of patients requiring assisted and controlled ventilation. Includes the indications and physiology of artificial ventilation. Fundamental pulmonary physiotherapy with regards to lung disease. Instruction in breath control, postural drainage and various exercise, designed to improve pulmonary function emphasized. Four hours recitation and two hours of laboratory per week. Credit, five semester hours.

**RTT 2244 — Conference and Clinical Experience II.** Clinical experience in an authorized hospital for one semester. Eight hours of clinical experience per week. Credit, four semester hours.

**RTT 2253 — Pulmonary Function Testing.** Instruction in the technique of pulmonary function testing as a diagnostic procedure. The student is taught through lecture and practical application the use of various types of spirometers and the calculation of lung volumes and rates. Two hours recitation and two hours laboratory per week. Credit, three semester hours.

**RTT 2262 — Ethics and Administration.** Designed to familiarize the student with the code of ethics for Respiratory Therapy, and to teach the essentials of administrative management in regards to organizing a department. One hour recitation and two hours of laboratory per week. Credit, two semester hours.

**RTT 2276 — Conference and Clinical Experience III.** Clinical experience in an authorized hospital for a period of ten weeks. Twenty hours of clinical experience per week. Credit, six semester hours.

MARGARET A. GANDY, B.S., M.S.

MARTHA S. ROBINSON, B.S., M.B.Ed.

NEVA W. SPRABERRY, B.A., M.B.E.

LUCRETIA B. BERRY, A.A., B.S., M.S.

NONA G. FORTENBERRY, B.A., M.A.

LOUIS P. SMITH, B.A.

## **SECRETARIAL SCIENCE**

**SSC 1103 — Elementary Typewriting.** A course for students with no previous instruction in typewriting. Principles of the use and care of the typewriter, drills for speed and accuracy, and an introduction to letter writing and business forms. Three hours recitation per week. Credit, three semester hours. (No credit if one unit of typewriting received previously. Taught Fall semester only.)

**SSC 1113 — Intermediate Typewriting.** (Prerequisite: SSC 1103 or one unit of high school typewriting.) A continuation of beginning typewriting. Detailed study of letter writing, tabulation, business forms, and reports. Three hours recitation per week. Credit, three semester hours.

**SSC 1121 — Machine Transcription.** (Prerequisite: SSC 1113 or its equivalent.) A course designed to develop proficiency in transcribing from machine dictation. Two hours a week for nine weeks. Credit, one semester hour.

**SSC 1203 — Elementary Shorthand.** Mastery of the principles of Gregg Shorthand. No previous instruction in shorthand required. Three hours recitation per week. Credit, three semester hours. (No credit if one unit of shorthand received previously.)

**SSC 1213 — Intermediate Shorthand.** (Prerequisite: SSC 1203 or its equivalent.) Review of the principles of Gregg Shorthand with emphasis upon accuracy and speed. Dictation and transcription work on easy material. Three hours recitation per week. Credit, three semester hours.

**SSC 1243 — Stenograph Machine Shorthand I.** A beginning course in machine shorthand. Keyboard and theory covered. Three hours recitation per week. Credit, three semester hours.

**SSC 1253 — Stenograph Machine Shorthand II.** A continuation of SSC 1243, including a review of the principles and beginning speed development. Timed dictation on easy material. Three hours recitation per week. Credit, three semester hours.

**SSC 1313 — Filing.** A course stressing importance of records management; function of records; theory and practice in the operation of systems of alphabetic, numeric, geographic, and subject files. Three hours recitation per week. Credit, three semester hours.

**SSC 2113 — Advanced Typewriting.** (Prerequisite: SSC 1113.) A continuation of intermediate typewriting with emphasis on skill building and production in specialized areas such as technical, accounting, professional, governmental, and executive office typewriting. Three hours recitation per week. Credit, three semester hours.

**SSC 2123 — Production Typewriting.** (Prerequisite: SSC 2113.) A course in typewriting with major emphasis on developing a student's production rate. Practice in planning and typewriting advanced jobs under office conditions provided. Three hours recitation per week. Credit, three semester hours.

**SSC 2213 — Advanced Shorthand.** A rapid review in the theory and practice of Gregg Shorthand and an intensive course in the building of rapid and skilled dictation and transcription. Three hours of recitation per week. Credit, three semester hours.

**SSC 2223 — Dictation and Transcription.** (Prerequisite: one semester of shorthand and typewriting.) A course to develop transcription skills. Accuracy and speed of transcription correlated with English, punctuation, spelling, division of words, and vocabulary building. Three hours recitation per week. Credit, three semester hours. Second semester.

**SSC 2243 — Stenograph Machine Shorthand III.** A continuation of SSC 1253 for intermediate and advanced speed development. Carefully graded and timed practice material. Writing vocabulary developed along with speed. Three hours recitation per week. Credit, three semester hours.

**SSC 2253 — Stenograph Machine Shorthand IV.** A continuation of SSC 2243. Practice for court reporters. Reporting abbreviations and phrases for the Court Room and well graded extracts from actual court cases. Three hours recitation per week. Credit, three semester hours.

**SSC 2413 — Secretarial Practice.** (Prerequisite: one semester of shorthand and typewriting.) Designed to acquaint the student with modern secretarial practices and to give him an understanding of office situations so that he may readily adjust himself in the actual business office. A study of the many secretarial duties and practice in the performance of them. Recommended for sophomores and one-year intensive students. Three hours recitation per week. Credit, three semester hours. (Taught Spring semester only.)

**SSC 2423 — Legal Secretaryship.** (Prerequisite: one semester of typewriting or its equivalent.) A course stressing the professional aspects of the work of the legal secretary. Knowledge about the American legal system and the practice of law and modern legal secretarial practices and procedures emphasized. Three hours recitation per week. Credit, three semester hours.

**SSC 2513 — Office Appliances.** (Prerequisite: SSC 1113 except for one-year intensive students.) Theory and practice in the operation of spirit, stencil, and offset duplicating machines; dictating and transcribing machines; photo copy machine; mimeoscope; typographic machine; electric typewriters; and others. Three hours recitation per week. Credit, three semester hours.

**SSC 2523 — Office Machines.** A course in the use of various types and makes of rotary calculators, electronic calculators, key-driven calculators, adding-listing machines, and posting machines. Three hours recitation per week. Credit, three semester hours.

**SSC 2613 — Business Communications.** (Prerequisite: three semester hours of English Composition and one semester of typewriting.) Oral and written business communications with emphasis upon all types of business correspondence and business reports. The psychological approach to business writing. Second semester course for Secretarial Science majors. Three hours recitation per week. Credit, three semester hours.

MARY A. WARDLAW, B.A., M.S.S.  
JOSEPH S. BIGELOW, B.A., M.S.S.  
EDGAR T. EDMONSON, B.A.  
NORVAL D. WILLS, B.S., B.LL.  
JO SMITH HOLLMAN, B.A., M.A.

## SOCIOLOGY

**SOC 1123 — American Institutions and Organizations.** A study of the changes which have occurred in American Institutions and organizations since the Industrial Revolution and the roles the individual fills as a member of these organizations. Interaction between individuals and between the individuals and the group. Designed mainly for technical students. Three hours recitation per week. Credit, three semester hours.

## The Courses

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**SOC 2113 — Introduction to Sociology.** Lecture course dealing with a body of scientific knowledge about human relationships. Students will receive a resume or synopsis of the whole field of sociology, including the social world, the social and cultural process within this world, and the integration of these processes in relation to the individual, the group, and the institution. Three hours recitation per week. Credit, three semester hours. Preference given sophomore students.

**SOC 2123 — Social Problems.** (Prerequisite: SOC 2113.) A study of the nature, scope, and effects of the major social problems of today and the theoretical preventive measures to alleviate them. Course includes such problems as unemployment, urbanization, crime, juvenile delinquency, alcoholism, drug addiction, and disaster; family problems include the aged, mentally ill, and retarded. Field trips to more fully acquaint students with social problems. Three hours recitation per week. Credit, three semester hours

**SOC 2143 — The Family.** (Prerequisite: SOC 2113 and Sophomore standing.) A study of the family institution, with special emphasis on the contemporary American family. Three hours recitation per week. Credit, three semester hours. Second semester course.

## ANTHROPOLOGY

**SOC 2213 — Introductory Anthropology I.** (Prerequisite: Sophomore Standing.) The data, concepts and theories of anthropology which include an analysis of the origins and development of man from earliest times to the appearance of literate cultures. Evolution, genetics, the races of man and the prehistory of the Stone Age are surveyed. Three hours recitation per week. Credit, three semester hours.

**SOC 2223 — Introductory Anthropology II.** (Prerequisite: Sophomore Standing.) An analysis of man's inter-relationships with society and environment with reference to his symbol systems, his social groups and culture as evidenced by archaeological investigations and a study of pre-literate societies. Three hours recitation per week. Credit, three semester hours.

## POLICE SCIENCE

**SOC 1313 — Survey of Law Enforcement.** History, development and philosophy of law enforcement in democratic society; introduction to agencies involved in the administration of criminal justice; career orientation. Three hours recitation per week. Credit, three semester hours.

**SOC 1323 — Police Administration and Organization.** Principles of police organization and management as applied to law enforcement agencies; introduction to concepts of organizational behavior. Three hours recitation per week. Credit, three semester hours.

**SOC 1333 — Criminology.** Introduction to deviant behavior and current criminological theories with emphasis on synthesis and police applications; crime prevention and the phenomena of crime. Three hours recitation per week. Credit, three semester hours.

**SOC 2243 — Riot Control.** Theory and practice in control of mobs and crowds, defense tactics, use of firearms, and control of explosives and dangerous articles. Thirty-four hours recitation; 40 hours field work. Credit, three semester hours.

**SOC 2313 — Police Operations.** Line activities of law enforcement agencies with emphasis on the patrol function and the prevention of crime; includes traffic, investigative, juvenile, vice, and other specialized operational units. Three hours recitation per week. Credit, three semester hours.

**SOC 2323 — Criminal Law.** Local, state, and federal laws; their development, application, and enforcement. Three hours recitation per week. Credit, three semester hours.

**SOC 2333 — Criminal Investigation.** Fundamentals of criminal investigation; theory and history; crime scene to court room with emphasis on technique appropriate to specific crimes. Three hours recitation per week. Credit, three semester hours.

**SOC 2393 — Criminalistics.** Physical evidence, collection, identification, preservation, and transportation; crime laboratory capability and limitations; examination of physical evidence within resources of the investigator and demonstration of laboratory criminalistics to the extent supported by existing or available facilities. Three hours recitation per week. Credit, three semester hours.

**SOC 2413 — Law of Evidence.** Criminal evidence for police; types of evidence; criminal procedure in various courts; arrest, search, and seizure, collection of evidence, discretion, and related topics. Three hours recitation per week. Credit, three semester hours.

**SOC 2901 — General Criminal Investigation Seminar.** Designed to acquaint the student with recent developments in the field of criminal investigations and with more advanced methods and techniques used in criminal investigations. Twenty hours total recitation. Credit, one semester hour.

**SOC 2912 — Narcotics Investigation Seminar.** Designed to provide the student with educational experience necessary to effectively identify and investigate narcotics violations. Forty hours total recitation. Credit, two semester hours.

**SOC 2921 — Homicide Investigation Seminar.** Designed to provide the student with educational experience necessary to effectively investigate homicide violations. Eighteen hours total recitation. Credit, one semester hour.

**SOC 2931 — Legal Matters Seminar.** Designed to provide the student with a general knowledge of criminal law and with specific legal procedures required to investigate violations of criminal statutes. Twenty hours total recitation. Credit, one semester hour.

**SOC 2941 — Motor Vehicle Theft Seminar.** State and federal statutes regarding motor vehicles, identifying motor vehicles, modus operandi in theft

**The Courses**

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of motor vehicles, types of thefts, disposing of the stolen vehicle, documents in regard to motor vehicles, physical evidence in motor vehicle theft cases and investigative techniques. Twenty-four hours total instruction. Credit, one semester hour.

**SOC 2951 — Sex Crimes Seminar.** Defining the perversion, motivating influences in sex offenses, the obscene telephone caller and letter writer, homo sexuality, the lust murderer, the child molester, physical evidence in sex crimes and state laws applicable to sex offenses. Twenty-nine and one half hours of instruction. Credit, one semester hour.

**SOC 2971 — Accident Investigation Seminar.** State and city statutes regarding operation of motor vehicles, determining the type of violation, procuring the physical evidence necessary for prosecution and preparation of necessary reports required in an effective Accident Investigation. Twenty hours recitation. Credit, one semester hour.

**SOC 2982 — Advanced Accident Investigation Seminar.** Designed to provide the student with an understanding of the traffic problem, the police role and why accidents must be investigated. Also identification, description, gathering and recording of factual data necessary for planning an effective accident prevention program. Seventy hours recitation and lab. Credit, two semester hours.

**SOC 2991 — Police Management and Leadership Seminar.** Principles of police organization and management as applied to law enforcement agencies. Introduction to concepts of organizational behavior. The student will acquire the knowledge necessary to interpret and implement management theories in coping with human relationships involving the management system. Forty hours recitation. Credit, one semester hour.

## **SPEECH & THEATRE**

FRED L. BROOKS, B.S., M.A.  
JOHN C. MAXWELL, B.A., M.A.  
BECKY PHAY, B.A., M.A.

**SPT 1113 — Oral Communication (Principles of Speech.)** Basic course in fundamentals of speaking and listening. Methods, techniques, and psychological processes and adjustments necessary in preparing, organizing, and presenting speeches. Three hours recitation per week. Credit, three semester hours.

**SPT 1123 — Argumentation & Debate I.** A study of the principles of debating and argumentative discourse and the practice of the art of debating. Open to any student interested in inter-class or inter-collegiate debating. Three hours recitation per week. Credit, three semester hours.

**SPT 1153 — Voice and Diction. (Prerequisite: SPT 1113.)** International Phonetic Alphabet, voice organs, speech history, and oral reading. Basic voice problems. Three hours recitation per week. Credit, three semester hours.

**SPT 1213 — Fundamentals of Theatre.** A basic course in the theatre arts. An introduction to the cultural, historical, and social aspects of the drama; investigation of essential elements of play production. Three hours of recitation per week. Credit, three semester hours.

**SPT 2133 — Argumentation & Debate II.** Second year continuation of debate. Open only to sophomores who have completed SPT 1123. Three hours recitation per week. Credit, three semester hours.

**SPT 2143 — Oral Interpretation.** (Prerequisite: SPT 1113 or consent of instructor.) Basic principles and procedures of reading for interpretation before an audience. Three hours recitation per week. Credit, three semester hours.

**SPT 1233 — Acting I.** Emphasis on basic skills involved in method and technique acting and on motivation for movement and emotion. Three hours recitation per week. Credit, three semester hours.

## **TECHNICAL**

**WALTER H. GIBBES, DIRECTOR**

**PATRICK FLAHERTY, ASSISTANT DIRECTOR**

**WAYNE BURKES, COUNSELOR**

**A. L. MOORE, GUIDANCE DIRECTOR**

**JAMES W. BISHOP**

**LEONARD O. BYRD, A.S.**

**JOHN W. COCROFT, M.Ed.**

**BOBBY MULLINS, B.S.**

**HARRY J. PARTIN**

**GEORGE PATTERSON, B.S.**

**CHARLES A. WALKER, B.S.**

**WAYNE WEBB, B.S.**

**NOTE:** The courses on the following pages — those designated as technical — are designed for terminal credit and NOT for transfer to senior colleges. Credit, however, can be applied toward junior college graduation from Hinds Junior College.

### **TECHNICAL RELATED STUDIES**

**TRS 1213 — Industrial Psychology.** An introduction to the scientific study of human behavior and experiences related to human relations in industry. A study of individual differences, selection, and placement of employees. Three hours recitation per week. Credit, three semester hours.

**TRS 1313 — Industrial Safety.** A basic study of industrial accident prevention considering the nature and extent of the accident problem. A practical study of techniques for control of industrial hazards together with the fundamentals of good organization. Three hours recitation per week. Credit, three semester hours.

**TRS 1413 — Basic Electricity.** The basic theory of the structure of matter, electron flow, conductor and insulator. Ohm's law, voltage drop, temperature coefficient of copper, etc. Three hours recitation per week. Credit, three semester hours.

The Courses

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**TRS 1613 — Technical Mathematics I.** (Prerequisite: 1 unit of high school algebra or permission of the mathematics staff.) Slide rule, algebraic expressions and operations, dimensional analysis, linear equations, exponents and radicals, quadratic equations, identification and approximation of roots. Three hours recitation per week. Credit, three semester hours. Open to technical and vocational students only; not open to students with credit in Mathematics 1313.

**TRS 1623 — Technical Mathematics II.** (Prerequisite: TRS 1613 or its equivalent.) Exponentials and logarithms, trigonometry of right triangles, computations involving right-triangle trigonometry, solution of oblique triangles, graphs of the trigonometric functions, the j-operator, binomial expansion, progressions. Three hours recitation per week. Credit, three semester hours. Open to technical and vocational students only; not open to students with credit in Mathematics 1323.

**TRS 1713 — Electric Machines I.** Basic study of DC and AC. Direct current motors and generators. Alternating current motors and generators. Single phase and three phase circuits. Protective and switching equipment. Three hours recitation per week. Credit, three semester hours.

**TRS 1723 — Electric Machines II.** (Prerequisite: TRS 1713.) Continuation of Electric Machines I with emphasis on control of AC and DC motors and generators. Transformers and regulators. Three hours recitation per week. Credit, three semester hours.

**TRS 1813 — Technical Applied Physics I.** Properties of Matter and Mechanics. Designed for technical students. A fundamental course covering several basic principles of physics such as the nature of scientific measurement and the most widely used systems, properties of matter, including elementary atomic structure and the states of matter, mechanics and basic machines, and the solution of problems related to these areas. Laboratory periods will be used for demonstration and student experiments. Two hours recitation and two hours laboratory per week. Credit, three semester hours.

**TRS 1823 — Technical Applied Physics II.** Heat, Light, and Sound. Designed for technical students. An examination of the theory and applications of temperature and heat, the most widely accepted scales of measurement, sound and wave motion, light and illumination, optical measurement and the nature of atomic theory. Two hours recitation and two hours laboratory per week. Credit, three semester hours.

## TECHNICAL ELECTRONICS

**TEL 1323 — Survey of Electronics.** (Open only to non-electronics majors.) Introduction to electron tubes and semiconductors. Non-mathematic treatment of most topics to provide the student with an understanding of electronic circuits. Three hours recitation per week. Credit, three semester hours.

**TEL 1356 — Electricity for Electronics.** Basic study of direct and alternating current, magnetism, resistance, inductance, capacitance, and resonance. Three hours recitation and six hours laboratory per week. Credit, six semester hours.

**TEL 1366 — Vacuum Tubes and Transistors.** (Prerequisite: TEL 1356 or equivalent.) Fundamentals of electron tubes, characteristic curves and load lines. Introduction to semiconductors and transistor amplifiers. Three hours recitation and six hours laboratory per week. Credit, six semester hours.

**TEL 2343 — FCC Examination Preparation.** (Prerequisite: TEL 1356 and 1366.) Intensive preparation for students planning to take 1st, 2nd, or 3rd Class Radio-telephone examination. Both theory and mathematics. Periodic FCC type tests. Three hours recitation per week. Credit, three semester hours.

**TEL 2376 — Television Circuits and Troubleshooting.** (Prerequisite: TEL 1356 and 1366 or equivalent.) Basic circuits of TV receivers including tuners, sweep circuits, and sync circuits. Diagnosis and repair of troubles in electronic apparatus. Correct use of hand tools, test equipment and good soldering practices. Three hours recitation and six hours laboratory work per week. Credit, six semester hours.

**TEL 2396 — Advanced Electronic Circuit Analysis.** (Prerequisite: TEL 1356 and 1366 or equivalent.) Study of specialized amplifiers and oscillators. Development of electronic systems. Special types of power supplies. Use of advanced test equipment. Three hours recitation and six hours laboratory per week. Credit, six semester hours.

**TEL 2403 — Computer Mathematics and Circuits.** (Prerequisite: TEL 1356 or equivalent.) Binary, Octal and decimal conversions. Elementary Boolean algebra, Basic logic circuit design. Three hours recitation per week. Credit, three semester hours.

**TEL 2416 — Electronics Communications Circuits.** (Prerequisite: TEL 1356 and 1366 or equivalent.) Basic principles of reception, transmission, modulation, demodulation, transmission lines and associated equipment. Covers FM and AM. Provides information useful in passing FCC examinations. Three hours recitation and six hours laboratory per week. Credit, six semester hours.

**TEL 2443 — Pulse Circuits.** (Prerequisite: TEL 1356 and 1366 or equivalent.) Non-sinusoidal oscillators. Triggering and gating circuits. Transients and wave-shaping circuits. Three hours recitation per week. Credit, three semester hours.

**TEL 2453 — Advanced Transistors.** (Prerequisites: TEL 1356 and 1366 or equivalent.) Transistor physics. Load lines and characteristic curves. Heat sinks, zener and tunnel diodes. Three hours recitation per week. Credit, three semester hours.

**TEL 2503 — Electronic Instrumentation.** (Prerequisite: TEL 1356 and 1366 or equivalent.) Study of electronic test equipment and its applications. Three hours recitation per week. Credit, three semester hours.

**TEL 2553 — Digital Systems.** (Prerequisite: TEL 2403 and 2443 or instructor's permission.) A unification of Boolean algebra and pulse circuits demonstrating their uses in the circuitry of the computer. Counters, scalers and conversion principles. Three hours recitation per week. Credit, three semester hours.

## TECHNICAL DRAFTING

**TDR 1553 — Fundamentals of Drafting.** Instruction in use and care of instruments, drafting fundamentals, applied geometry, orthographic drawing and sketching, pictorial drawing and sketching, auxiliaries, sections and conventions, and technical lettering. One lecture and five hours laboratory per week. Credit, three semester hours.

**TDR 1563 — Machine Drafting.** (Prerequisite: TDR 1553.) Instruction in threads and fasteners, drawings and the shop, charts, graphs and diagrams, gears and cams, jigs and fixtures, and working drawings. One hour lecture and five hours laboratory per week. Credit, three semester hours.

**TDR 1573 — Building Construction Estimating.** Designed to familiarize the student with current estimating principles and practices, application of the principles through the study of blueprints & specifications of buildings actually under construction, and legal documents related to the building industry. Three hours recitation per week. Credit, three semester hours.

**TDR 2233 — Descriptive Geometry.** (Prerequisite: TDR 1553.) Theory and problems designed to develop the ability to visualize points, lines, and surfaces in space; to relate them to each other, and to apply these relationships in the solution of drafting problems. One hour recitation and four hours laboratory per week. Credit, three semester hours.

**TDR 2454 — Electrical — Piping — Sheet Metal Drafting.** (Prerequisite: TDR 1553.) A survey in the techniques, planning and drafting of mechanical and electrical plans and objects. The efficient use of all common types of applicable handbooks, code books and other standard references are an integral part of this course in drafting. Two hours lecture and six hours laboratory per week. Credit, four semester hours.

**TDR 2516 — Drafting Seminar.** (Prerequisite: Sophomore Standing.) Research carried out by the student in major area of drafting. Presentation of ideas in the form of drawings, models and other media as needed. Emphasis placed on actual methods and practice as used in industry. Three hours lecture and six hours laboratory per week. Credit, six semester hours.

**TDR 2573 — Electronic Drafting.** (Prerequisite: TDR 1553.) Instruction in electronic and electrical symbols and application through drawings and schematic diagrams. One hour lecture and five hours laboratory per week. Credit, three semester hours.

**TDR 2654 — Structural Drafting.** (Prerequisite: TDR 1553.) Instruction in basic principles and procedures of structural features such as buildings, bridges, and highway construction, and structural steel. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

**TDR 2806 — Architectural Drafting and Design.** (Prerequisite: TDR 1553 & 2654.) Instruction in principles and theory of design, use of modern

construction materials, detail and quantity estimating of building cost, preparation of detail working drawings. Three hours lecture and six hours laboratory per week. Credit, six semester hours.

**TDR 2903 — Topographic Drawing.** (Prerequisite: TDR 1553.) Interpretation, reduction, and recording of data gathered from surveying notes, lettering, symbols, and procedure for the production of maps. One hour lecture and five hours laboratory per week. Credit, three semester hours.

**TDR 2923 — Cartographic Drafting.** (Prerequisite: TDR 1553.) Instruction in the basic principles of the art of map making, the processes and procedures used through all stages of map production, the correct use of the cartographer's tools and equipment and the various reproduction methods employed. Two hours recitation and four hours laboratory per week. Credit, three semester hours.

**TDR 2953 — Tool Design.** (Prerequisite: TMT 1614 and TDR 1563.) A study of mass production methods and the tools used in modern manufacturing. Laboratory study in designing cutting tools, gauges, jigs, fixtures, and dies. Production procedures are discussed to better inform the student in the use of industrial tools. One hour recitation and four hours laboratory per week. Credit, three semester hours.

**TDR 2993 — Surveying Practice.** (Prerequisite: TDR 1553 and MAT 1313.) Theory and field work in measurements, land surveying, and grading. Staking out lot lines, building lines, grade and utility lines. Two lectures and two hours laboratory per week. Credit, three semester hours.

## MECHANICAL TECHNOLOGY

**TMT 1403 — Fundamentals of Machine Shop.** Instruction and practice in use of machine tools and welding. Two hours recitation and two hours laboratory per week. Credit, three semester hours.

**TMT 1614 — Manufacturing Processes.** Survey of modern industrial practices and procedures in the forming and fabrication of metals and non-metals. Instruction designed to develop familiarity in setup and operation of machine tools and equipment. Emphasis placed on nomenclature, handbooks, charts, tables, and calculations necessary to determine machine or process capabilities in production. Two hours recitation and four hours laboratory per week. Credit, four semester hours.

**TMT 1622 — Materials of Industry.** Study of the origin, extraction, processing, and application of modern industrial materials. Includes metals and their alloys, wood, fuels, lubricants, cutting fluids, solvents, adhesives, abrasives, and plastics. Two hours lecture per week. Credit, two semester hours.

**TMT 1634 — Manufacturing Processes.** (Prerequisite: TMT 1614.) Survey of machine tool operations and finishing processes employed in modern operations. Emphasis on production equipment. Two hours recitation and four hours laboratory per week. Credit, four semester hours.

**The Courses** \_\_\_\_\_

**TMT 1643 — Inspection Techniques.** Classroom and laboratory examination of basic principles of modern industrial inspection tools and methods. Special emphasis on calebration and care of all measuring instruments. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**TMT 2633 — Physical Testing.** Instruction in the use of the tensile, fatigue, impact, and torsion testing machines. The correct use of these machines and the theory related to them. One hour recitation and four hours laboratory per week. Credit, three semester hours.

**TMT 2643 — Mechanisms.** (Prerequisite: TRS 1613, 1623 and PHY 2353.) Concepts of basic mechanisms. Emphasis will be placed on mechanisms found in mechanical and electrical systems. Gears, cams, linkages and other power transmission devices will be covered. Laboratory will provide practical application of mechanisms. Two hours recitation and two hours laboratory per week. Credit, three semester hours.

**TMT 2653 — Metallurgy.** (Prerequisite: sophomore standing.) Basic study of ferrous and non-ferrous metals. Properties of metals, alloys, iron and steel, shaping and forming metals, heat treatment and surface treatments. Practical experience gained by the student through performing heat treating operations in the laboratory. Two hours recitation and two hours laboratory per week. Credit, three semester hours.

**TMT 2663 — Motion and Time.** (Prerequisite: sophomore standing.) Introduction to the techniques used in determining the most economical way of doing a specific piece of work through a systematic study of methods, materials, tools, and equipment. Laboratory activities include the analysis of the fundamental and physical motions, the practice of dividing operations into elements, and time study observations. Two hours recitation and two hours laboratory per week. Credit, three semester hours.

**TMT 2673 — Hydraulics and Pneumatics.** (Prerequisite: sophomore standing.) Principles of hydraulic power. Study of the basic principles and applications of hydraulic power, its adaptability to modern machine tools and its advantages over conventional methods. Two hours recitation and two hours laboratory per week. Credit, three semester hours.

**TMT 2683 — Strength of Materials.** Lecture and laboratory study of the stressing and deformation of modern industrial materials. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**TMT 2694 — Production Planning and Problems.** (Prerequisite: Sophomore standing and TMT 1634.) Includes an examination of the factors involved in cost estimating. Identification of production problems and techniques of solution in lecture. Study of production control and work on comprehensive problems. One hour lecture and six hours laboratory per week. Credit, four semester hours.

## TECHNICAL MECHANICS

**TME 1716 — Mechanics I.** Theory and Techniques of repairing automobile gas and diesel engines and their accessories; a study of the fuels and lubricants used; head and block repair with the history and development of the internal combustion engine and practical related projects. Three hours recitation and six hours laboratory per week. Credit, six semester hours.

**TME 1726 — Mechanics II.** Automobile trouble shooting and shop management; a thorough study of the cooling, starting, generating, and ignition system of gas and diesel engines; a study of the tune-up techniques and the use of modern testing and tune-up equipment with a practical study of shop management; and practical related laboratory projects. Three hours recitation and six hours laboratory per week. Credit, six semester hours.

**TME 2716 — Mechanics III.** The theory and technique of repairing automobile clutches, transmissions, universal joints, differential, rear axle and a study and application of specialized tools used in this area; a history of the development and manufacture of the parts of the above assemblies; and practical related laboratory projects. Three hours recitation and six hours laboratory per week. Credit, six semester hours.

**TME 2726 — Mechanics IV.** An introduction to the theory and techniques of repairing automobile springs, ride control, front end, steering systems and the braking system; a history and development of these systems and a study of the related parts; and practical related laboratory projects. Three hours recitation and six hours laboratory per week. Credit, six semester hours.

## TECHNICAL ELECTRICITY AND WIRING

**TEW 1916 — Electricity & Wiring I.** Principles in General Electricity. Basic theory and techniques of electricity, a thorough working knowledge of the hazards, safety devices, and practical laboratory projects. Three hours recitation and six hours laboratory per week. Credit, six semester hours.

**TEW 1926 — Electricity & Wiring II.** Types of wiring and wiring methods, symbols, National Electric Code, methods of installation, blueprint reading, and practical laboratory projects. Three hours recitation and six hours laboratory per week. Credit, six semester hours.

**TEW 2936 — Electricity & Wiring III.** Advanced alternating current and direct current theory in single phase and three phase circuits, theory of coupled circuits for transformers, and practical related laboratory projects. Three hours recitation and six hours laboratory per week. Credit, six semester hours.

**TEW 2946 — Electricity & Wiring IV.** Advanced fundamentals of industrial electricity, plant installation, circuit controls, and practical laboratory projects. Three hours recitation and six hours laboratory per week. Credit, six semester hours.

## TECHNICAL REFRIGERATION AND AIR CONDITIONING

**TRA 1516 — Refrigeration & Air Conditioning I.** The theory, principles and techniques of physics as used in refrigeration and air-conditioning; practice in welding, brazing, flaring, swedging, and in handling copper tubing; safety precautions and regulations in the field and practical, related laboratory projects. Three hours recitation and six hours laboratory per week. Credit, six semester hours.

**TRA 1526 — Refrigeration & Air Conditioning II.** (Prerequisite: TRA 1516.) The theory, principles, and techniques of the different types of compressors, the principles and problems of physics applicable to this phase of refrigeration; and practical laboratory projects. Three hours recitation and six hours laboratory per week. Credit, six semester hours.

**TRA 2536 — Refrigeration & Air Conditioning III.** (Prerequisite: TRA 1526.) The theory, principles, and techniques of all condensing units, feed devices and evaporators; the principles and problems of physics, applicable to these phases of the trade, and practical, related laboratory projects in the shop. Three hours recitation and six hours laboratory per week. Credit, six semester hours.

**TRA 2546 — Refrigeration & Air Conditioning IV.** (Prerequisite: TRA 2536.) Theory, principles and techniques of all types of electrical and press controls, the principles and problems of physics applicable to this phase of the trade; a thorough acquaintance with modern, technical advances in the field; and practical related laboratory projects in the shop. Heat loss and heat load calculations, duct design and distribution systems. Controls and control systems. Three hours recitation and six hours laboratory per week. Credit, six semester hours.

## TECHNICAL OFFICE MACHINE REPAIR

**TOM 1216 — Office Machine Repair I.** Theory, principles, and basic operations of the various mechanisms of standard and electrical typewriters; the techniques of dismantling assembling and adjusting of these machines; and practical laboratory problems based on the theory. Three hours recitation and six hours laboratory per week. Credit, six semester hours.

**TOM 1226 — Office Machine Repair II.** (Prerequisite: TOM 1216.) The theory, principles, and techniques of cleaning, adjusting, and inspecting typewriters; and practical laboratory problems based on the theory. Three hours recitation and six hours laboratory per week. Credit, six semester hours.

**TOM 2236 — Office Machine Repair III.** (Prerequisite: TOM 1226.) The theory, principles and the mechanics of hand and electric adding machines and practical laboratory problems based on the theory. Three hours recitation and six hours laboratory per week. Credit, six semester hours.

**TOM 2246 — Office Machine Repair IV.** (Prerequisite: TOM 2236.) Problems, principles, and techniques of servicing machines in offices; customer relationships; and technical procedure of field service and practical experience in the service field. Three hours recitation and six hours laboratory per week. Credit, six semester hours.

## TECHNICAL AIRFRAME AND POWER PLANT MAINTENANCE

**TAP 1316 — Airframe & Power Plant Maintenance I.** Theory, techniques, and methods of repair of "dead" engines of all types of aircraft; disassembling and reassembling of engines; cleaning and inspecting engine parts; timing and adjusting valves and magnetos; repairing carburetors and magnetos; installing engine accessories; and practical, related laboratory problems. Three hours recitation and six hours laboratory per week. Credit, six semester hours.

**TAP 1326 — Airframe & Power Plant Maintenance II.** Theory, techniques, and methods of repair of all airplane parts; final assembly and rigging of an airplane; and practical, related laboratory problems. Three hours recitation and six hours laboratory per week. Credit, six semester hours.

**TAP 2336 — Airframe & Power Plant Maintenance III.** Engines, theory, techniques and methods of repair of "live" engines of all types of aircraft, techniques of routine inspections; techniques and methods of removal and installations of aircraft engines; and practical and related laboratory work. Three hours recitation and six hours laboratory per week. Credit, six semester hours.

**TAP 2346 — Airframe & Power Plant Maintenance IV.** Theory, techniques, and methods of repairing the whole airplane, including installations of windows, windshields, the new tires, techniques of refinishing aircraft and servicing wheel bearings; techniques and problems of annual inspection of aircraft. Three hours recitation and six hours laboratory per week. Credit, six semester hours.



# **THE VOCATIONAL DIVISION**



# **PART FIVE**

**HISTORY**

**PHILOSOPHY AND AIMS**

**ADMISSION**

**COSTS**

**GRADES AND CREDIT**

**THE VOCATIONAL BUILDING**

**CAMPUS LIVING ACCOMMODATIONS**

**STUDENT SERVICES AND ACTIVITIES**

**VETERANS**

## **AREA OF TRAINING**

Airframe and Powerplant Maintenance

Auto Body & Fender Repair

Automobile Mechanics

Barbering

Construction Management

Diesel Mechanics

Electric Motor Repair

General Electricity and Wiring

Industrial Drafting

Machine Shop

Office Machine Repair

Offset Printing

Radio & TV Mechanics

Refrigeration & Air Conditioning

Sheetmetal

Welding

Health Occupations

Practical Nursing

Nurse Aide

WALTER GIBBES, DIRECTOR  
PATRICK FLAHERTY, ASST. DIRECTOR  
WAYNE BURKES, COUNSELOR  
A. L. MOORE, GUIDANCE DIRECTOR

# GENERAL INFORMATION

## HISTORY

During World War II the Mississippi Legislature recognized the necessity of organizing and supporting an additional type of educational training in the public junior colleges of the State. This was essential to meet wartime needs for skilled workers and to prepare for the postwar influx of young men who would need this type of training for jobs requiring specific skills. In 1942 the Legislature passed a law appropriating funds for the public junior colleges to be used exclusively for the new type of educational training — vocational training. At that time Hinds Junior College organized its Vocational Division. There has been continued upgrading of this Division of the college as a result of studies of needs in the local area. The quality of instruction and facilities for training have enjoyed constant improvement. The number and variety of programs offered have also changed and increased in order to keep pace with needs of business and industry.

Since the demand for skilled industrial workers in Mississippi, as well as in other states, is greater at the present time than at any other time in history, the Vocational Division of Hinds Junior College maintains a most important role in the growth of the college and in its training opportunities. As enrollments increase and as business and industry expand, the college must continue to meet its responsibility for training the youth and adults of our highly technical world of today by constantly reorganizing and upgrading its Vocational Division.

## PHILOSOPHY AND AIMS

The Vocational Division, with its faculty and personnel staff, is committed to the task of preparing men for skilled fields of employment which require knowledge of testing and production, of planning and control, and of supervisory procedures necessary to the operation and the maintenance of machines and other equipment. The staff in this division strive to teach the skills and to develop the attitudes that will enable students to enter the employment field as trained helpers or as skilled craftsmen.

The Vocational Division is designed to prepare men for immediate entrance into the fields of industrial employment in which they have specialized. The program has been developed in cooperation with leaders of industry, schools, and labor. Training in the department must meet the needs, abilities, and employment objectives of the student served, as well as to teach specific skills which qualify for jobs in industry — enabling one not only to earn a livelihood but also to make a contribution to the expanding economy of the state and nation.

## The Vocational Division

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The specific objectives of the Vocational Division are founded in the philosophy of Hinds Junior College. They are dedicated to the principles of serving the individual by providing vocational training which will be open to students regardless of their previous educational attainments or further academic plans, providing part-time training for employed workers seeking to improve their skills, and providing personnel services which will guide students toward self-understanding so that they may fully develop their potentialities.

### ADMISSION

Admission into the Vocational Division of Hinds Junior College is dependent in no way upon previous education or training, except in the Health Occupations areas. However, each student is to meet the following requirements:

1. Successfully complete the General Aptitude Test Battery.  
To save time in enrollment the student should take this at local Mississippi Employment Service.
2. Be of employable age at the termination of training.
3. Be interviewed by the advisor in the training area.
4. Have all school transcripts and/or GED scores forwarded to the Vocational Division at Hinds Junior College.
5. Completion of the Hinds Junior College Medical Report if you plan to stay in the dormitory.

It is the responsibility of each student to see that each of the above steps is completed.

Students wishing to enter any of the areas of vocational training at Hinds Junior College should file the appropriate application forms with the office of the Vocational Division. These forms may be obtained by contacting the Director of Vocational Education, Hinds Junior College, Raymond, Mississippi 39154. Telephone 857-5261, Extension 47, 48, or 49.

Both day and evening training is available in the various vocational areas. Students may enter the first or second semesters of both the summer and the regular sessions(see Academic Calendar, page 2 of this catalog). Students entering health occupation courses of study are governed by the special provisions carried under the description of these training fields.

### COSTS

Day vocational students, including veteran trainees, will pay a non-refundable semester matriculation fee of \$9.00 plus an additional fee of \$4.50 per week, payable by the semester in advance. This is a total of \$90.00 for the entire semester. The refund policy for all day vocational students, including veteran trainees, is at the rate of \$4.50 per week for each week during the semester that the student is officially out of school.

Evening vocational students, including veteran trainees, will pay a non-refundable semester matriculation fee of \$9.00 plus an additional fee of \$1.75 per week, payable by the semester in advance. The refund policy for all evening vocational students, including veteran trainees, is at the rate of \$2.00 per week for each week during the semester that the student is officially out of school.

Vocational students living in dormitories on the campus will pay the Room and Board charged all dormitory students. Refunds for room fees and board for vocational students living in dormitories on the campus is the same as for all dormitory students.

Costs stated in this section do not provide for books, supplies, and personal equipment needed in courses. The fees payable by all (with the exception of Health Occupations Areas) are for the provision of instructional materials.

### **GRADES AND CREDIT**

Progress reports are made by instructors at the end of each nine weeks. Copies are mailed to the home address given by the student. Permanent records of all students' progress are kept in the Office of the Coordinator.

No academic credit is given for the completion of a semester of work. However, an appropriate certificate is awarded the student who successfully completes the requirements in a given area of work.

### **PROBATION**

A student can be placed on probation for disciplinary reasons and by showing unsatisfactory progress in the subject area.

### **ABSENCES AND TARDIES**

Absenteeism is strongly discouraged at Hinds Junior College -- there is no system of "cuts". Punctual class attendance is required of each student, since vocational training programs are designed to place students in employment.

### **THE VOCATIONAL BUILDING**

The Vocational-Technical building is composed of an administrative complex and five instructional wings. This building has been designed under careful guidance from both industrial and engineering groups so that 750 to 800 students may be conveniently served. Over \$2,000,000 has been spent to build and equip this facility in order to provide adequate space, proper lighting and ventilation.

The front part of the building houses the administration division, conference area, teacher planning area, classrooms, counselors offices, and the Barbering Department.

## **The Vocational Division**

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One wing houses the Mechanics Department. This structure is a 70 x 160 foot industrial type building that is equipped with classrooms and laboratories for instruction in Auto Mechanics, Diesel Mechanics, and Auto Body and Fender Repair.

The second wing houses the Mechanical Technology, Machine Shop, Welding and general storage for the complex.

The third wing houses the Drafting and Design Technology, Refrigeration and Air Conditioning, Vocational Drafting, and Basic Education Classrooms.

The fourth wing houses the Electronics Technology, Radio and TV Repair, Electric Motor Repair, and General Electricity and Wiring.

The fifth wing houses the Student Grill, Offset Printing, and the Building Trades Department. Included are classrooms and laboratories for Sheet Metal, Carpentry, Bricklaying, and Plumbing.

Approximately \$800,000 worth of equipment in these departments makes Hinds Junior College one of the best equipped facilities in the Vocational-Technical field.

## **CAMPUS LIVING ACCOMMODATIONS**

Campus living accommodations are open to students pursuing vocational areas just as for any other student. One dormitory, Stadium Dormitory, was built primarily for students in the various programs.

## **STUDENT SERVICES AND ACTIVITIES**

All of the student services provided for students enrolled at Hinds Junior College are available to students training in all vocational areas. Student clubs and other activities welcome participation. At times various clubs and activities are promoted especially for vocational students. These clubs are designed to promote interest and to make contacts with industry in the local area.

## **VETERANS**

All vocational areas of training at Hinds Junior College are approved by the Government for veterans' training with GI benefits.

# **AREAS OF TRAINING**

## **AIRFRAME AND**

## **POWERPLANT MAINTENANCE**

KENNIS BRYANT  
ELDON DAVIS

The training in Airframe and Powerplant Maintenance includes the overhauling of all types of aircraft engines from 65 horsepower to 2,000 horsepower and the jet engines. Students completely overhaul the aircraft, both metal and fabric covered aircraft, assemble and rig all types of aircraft, service the hydraulic systems, repair and overhaul propellers. Instruction is provided students in airport management and airport maintenance. Upon completion of this area of training, the student should be able to successfully pass the FAA examination for the A & P mechanic's license.

The requirements for a Vocational Certificate in the area of Airframe and Powerplant Maintenance are eighteen calendar months, six clock hours per day for five school days per week (30 hours per week) with a rating of satisfactory or better progress.

## AUTO BODY AND FENDER REPAIR

HASTEL BREWER  
HERBERT MCPHAIL

The training in Auto Body and Fender Repair includes the basic theory, assortment, and use of hand tools in the automotive trade; the principles of panel installation; aligning doors and panels and straightening frames; and the use of hydraulic jacks and practical related laboratory projects. A thorough knowledge of the construction, removal and replacement of body panels is also included in this area of training. The student learns the techniques of applying fender, floor, and trunk patches with practical related laboratory projects in each area. The theory of estimating damage and the cost of repairing wrecks is also included.

Students study the theory and techniques of automobile painting, use of the acrylic paint, lacquer and enamel, construction and operation of the necessary equipment such as air requirements, types of spray patterns, spray gun care and operation, sanding, masking, removing paint, painting over bare metal, painting lacquer over lacquer, spot painting, off spot mixing colors, and the related laboratory projects. This area of training also includes the principles of arc and gas welding.

The requirements for a Vocational Certificate in the area of Auto Body & Fender Repair are eighteen calendar months, six clock hours a day for five school days per week (30 hours per week) with a rating of satisfactory or better in progress.

DAVID LEWIS  
RALPH MARTIN  
KENNETH SYKES  
HENRY WAGGONER

## AUTOMOBILE MECHANICS

In this area of training, students study the history and development of the automobile and all its related parts. They examine its individual components as related to the entire working unit. Through classroom study and

## The Vocational Division

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individual instruction, a student learns modern methods of diagnosis, service, and repair of the automobile. His work is in a modern shop atmosphere under close supervision, and his progress moves him from simple repair such as shock absorber replacement and valve grinding to the more modern and complex methods of trouble-shooting. Instruction and experience are provided the student in automatic transmissions, power brakes, power steering, front end alignment and engine rebuilding. He learns to use the most modern and complex equipment available in this field. The importance of high standards in personal cleanliness, workmanship, and care of his tools and equipment are stressed.

Through lectures and recitation, many problems and techniques related to various types of automotive equipment and tools are stressed. Practical experience in the workshop includes overhauling engines, transmissions, clutches, rear ends, replacing and adjusting brakes on various makes and models of automotive equipment.

Students successfully completing this area of training will be qualified as an apprentice parts man, engine rebuilder for parts houses, service station operator, or mechanic. They may well elect to start their own repair garage, and after additional training become shop foremen or service managers.

The requirements for a Vocational Certificate in the area of Automotive Mechanics are eighteen calendar months, six clock hours per day for five school days per week (30 hours a week) with a rating of satisfactory or better in progress.

LESLIE E. McDONALD  
VIC TRAXLER

## BARBERING

The instruction and experience in this area of training include 1800 hours of activities in the college barber shop learning to apply the skilled arts of a professional barber. The entire training period is in a barber shop environment.

Instruction includes the art of haircutting, arrangement of the hair to suit the individual requirements of the customer, art of face shaving, facials, shampooing, applying tonics, bacteriology, sterilization, and sanitation. Students study diseases of the skin, scalp, and hair, the knowledge of which alerts them to early conditions and symptoms of customers and aids in avoiding the diseases. The last 300 hours are spent in hairstyling.

A personal interview with the instructor is required before an application is accepted in this area of training.

The requirements for a Vocational Certificate in Barbering at Hinds Junior College are 1800 hours, eight clock hours per day for five days per week (40 hours per week) with a rating of satisfactory or better in progress.

JOHN BROWN  
MOODY MASK

## DIESEL MECHANICS

Through classroom lectures and individual instruction, a student learns modern methods of diagnosis, service, and repair of the diesel engine. Practical experience in overhauling engines, transmissions, clutches, rear ends and other mechanical problems encountered in repairing many types of diesel equipment are afforded students in the Diesel Mechanics program. Satisfactory progress and completion of the requirements in this area of training enable students to become competent as diesel mechanics.

For a Vocational Certificate in Diesel Mechanics, a student must complete eighteen calendar months, six hours per day for five school days per week (30 hours per week) with a rating of satisfactory or better in progress.

## ELECTRIC MOTOR REPAIR

W. D. McLENDON

Fundamental Theory of general electricity — A. C. and D. C. — is stressed in this area of training. The students are taught motor and generator characteristics, wiring diagrams and connections, and other essentials of electrical rotating equipment.

Actual laboratory work reconditioning electric motors and generators with supplementary classroom studies is provided students in a well supervised shop. Experiences include such practices as complete rewinding, replacing worn bearings, replacing starting switches and brushes, repairing electric welders, and the reconditioning of motors and electrical machinery for proper working order.

Upon satisfactory completion of this area of training, a student becomes qualified to work in fields such as repair of electrically operated equipment, small appliance repair, tool and equipment repair, electrical assembly, owning and operating personal business in electrical motor work.

To successfully complete the requirements in Electric Motor Repair and qualify for a Vocational Certificate, a student must complete eighteen calendar months, six clock hours per day, five school days per week. (30 hours per week) with a rating of satisfactory or better in progress.

## GENERAL ELECTRICITY AND WIRING

ROBERT HARRIS  
CECIL WARD

For the student who desires to be an electrician in the field of maintenance and construction, the Vocational Division at Hinds Junior College offers

a program of instruction in electrical laws and interpretation, wiring diagrams, and electrical code.

Field work in electricity done in the shop or on the campus enables the student to adjust to the working conditions that he will meet later. Actual wiring of homes and buildings, line work, experience with various types of switches, controls, and other electrical devices are studied and used in this area of training. Generation and distribution of electricity, including transformer work, as well as numerous items under the heading of General Electricity and Wiring are used in the shop.

In this area of training, the related study of electric motors is required. Mathematics, Mechanical Drawing, and other approved courses are optional for those students who have proper approval.

The requirements for a Vocational Certificate in this area of training are eighteen calendar months, six clock hours per day for five school days per week (30 hours per week) with a rating of satisfactory or better in progress.

## **INDUSTRIAL DRAFTING**

**LONNIE L. HARPER**

The vocational drafting curriculum consists of trade and related study courses to teach the student to interpret and relay concepts and facts orally, in writing, graphically, and mathematically. To this end he must receive training in communication skills of composition, speech, technical report preparations, and drafting.

The goals of this course are to take the student at the point of his present progress and move him in a positive direction of achievement toward the mastery of the basic concepts of drafting.

The vocational drafting student is instructed in the basic drafting techniques of lettering, geometric, construction, multiview projection, dimensioning, sectional and auxiliary views, fasteners, welded drawings and sketching.

The student is also introduced to some of the more advanced areas of drafting such as architectural, structural, plumbing, heating, air conditioning, and map drawings.

This course of study is designed to be completed in two years. The student will attend class thirty hours per week for a total of seventy-two weeks.

## **MACHINE SHOP**

**E. H. BUSH  
BUFORD EVANS  
AUBREY NOLEN  
JOE McCARROLL**

Instruction is designed for those students who want, need, and can profit from lectures, studies, and experiences provided in a well supervised Machine

Shop. The program is designed to teach the fundamentals of the machinist's trade and to prepare the student to become an efficient machine operator.

Studies for students in Machine Shop include machine shop theory, blue-print reading, and shop mathematics with practical shop experience arranged in a progressive sequence of operations that provide a sturdy foundation for those with ambition to develop into first-class workers in a chosen field.

As a sophomore, the student may take options such as tool and die making, tool grinding, bench work, lathe work, milling machine operations, drill presses, metal planers, dole saws, instrument reading, tool making or advanced machine shop procedures. Supplementary courses are offered, and students are encouraged to take college algebra, trigonometry, mechanical drawing, welding, and basic electricity. Satisfactory completion of courses in this area of training prepares one for careers as Finishing Inspector, Metal Works Foreman, Salesman, Inspector, Welder, Checker Mechanic, and Tool and Die Maker.

To satisfactorily complete the requirements for a Vocational Certificate in Machine Shop, a student must have eighteen calendar months, six clock hours per day for five school days per week (30 hours per week), with a rating of satisfactory or better in progress.

## OFFICE MACHINE REPAIR

CURTIS E. KYNERD

Students are instructed in the main functions and applications of the various parts of office machine equipment. Instruction is planned to develop the proper workmanship habits of students and to develop the techniques for repairing and servicing manually operated as well as electrically operated office machine equipment. A continuous problem solving atmosphere is evolved in the shop, and live operating equipment is used so that the student becomes familiar with problems arising in his field of training.

Practical experience includes such areas as functions and adjustments of the standard makes of typewriters, electric typewriters, hand and electric adding machines, cleaning machines, adjusting machines, and estimating cost of service to office equipment.

Instruction and training prepare students toward careers as repairmen, salesmen, supervisors, general inspectors of office machine assembly, assemblers, assembler helper, inspectors, testers, foremen, Machine Adjusters, Dealers, or Trouble-Shooters.

The requirements for a Vocational Certificate in this area of training are eighteen calendar months, six clock hours per day for five school days per week (30 hours per week) with a rating of satisfactory or better in progress.

## OFFSET PRINTING

JOHN GOWER

The training provided in Offset Printing is designed to acquaint the student with the history of printing in general and to give specific instruction in all phases of Offset printing.

As the fundamentals and techniques of the various phases are taught, heavy emphasis is given to actual experience in typical shop conditions. Students completing the requirements of this course can obtain jobs as layout man, photo-lettering machine operator, strike-on typesetter, cameraman, stripper, platemaker, offset pressman, and binderman.

This type of course is recommended for anyone interested in the offset printing field in order to gain a basic knowledge of the related steps in producing quality printing. Hinds uses some of the finest and latest equipment and supplies in this training program.

Offset printing is a rapidly expanding field with a shortage of trained personnel in all phases of its production. It is also in the midst of a rapid technological revolution.

The average pay for skilled journeymen in Offset Printing is well above the national average for other skills.

The requirements for a vocational certificate in Offset Printing is six hours per day, five days per week (30 hours per week) for a total of 1080 hours (nine calendar months) with a rating of satisfactory or better.

## RADIO & TV MECHANICS

H. M. COOK  
H. R. NELSON  
JESSE PARKER  
FRED REDMOND

Basic radio, frequency modulation, transmitting and receiving equipment, from the theoretical and practical standpoints, are fundamentals stressed in this vocational area. Students are instructed in circuit construction and operation. Laboratory facilities for building and testing procedures of each type of equipment are provided each student.

Students, before completion of their training, are instructed in special equipment in Television and provided new associations of principles previously studied. Laboratory facilities are sufficient for both theory and shop practice. Each student has an opportunity to participate in construction and maintenance of equipment.

To qualify for a Vocational Certificate in Radio and TV Mechanics, a student must complete twenty-four calendar months, six clock hours per day for five school days per week (30 hours per week) of training with a rating of satisfactory or better in progress.

CHARLES BOWRON  
JERRY McKIBBEN  
JACK RICE  
CHARLES F. WILLIAMS

## REFRIGERATION & AIR CONDITIONING

Men must be trained to design, sell, install, and service the refrigeration equipment that provides preservation of foods and comfortable working environment in industry, homes, schools, factories, churches, stores, and places of amusement.

Students interested in careers associated with the refrigeration and air conditioning areas may receive instruction in principles of refrigeration, refrigerant chemicals, types of refrigeration units and systems, compressors, evaporators, condensers, room coolers, and central plants. Students receive practical experience in overhauling and repairing compressors, controls, valves, motors, seals, thermostats, and other electrical equipment. Lectures on refrigeration troubles and symptoms, installation of units, service tests, safety rules, safety equipment, principles of safety are included in the study.

Further instruction includes such things as laboratory tests on air conditioning systems, ducts, air flow, air filtering, washing, dehumidifying, cooling, heat loss and heat load calculations, duct design, airduct distribution systems, fabrication of copper tubing and pipe by flaring, swaging, and silver soldering.

To qualify for a Vocational Certificate in this area of training, a student must complete the requirements of eighteen calendar months, six clock hours per day for five school days per week (30 hours per week) with a rating of satisfactory or better in progress.

CURTIS SWITZER

## SHEETMETAL

Students learn to install a wide variety of products made from thin metal sheets for use in such things as ventilating, air-conditioning and heating systems, roofing and siding, partitions, store fronts and metal framework for various types of jobs.

The student learns how to operate and use the tools, machines, equipment, and material of the trade. He learns welding, soldering and seaming, air-conditioning, heating and ventilating work. He also learns residential and architectural and industrial installations. Residential installations include roofing, gutters and downspouts, heating and air-conditioning. Architectural and industrial installations include duct work and fabrication, metal buildings, hoods and ventilators, registers and grills, and other special metal jobs as required by today's modern technology. The student receives related classroom instruction in drafting, blueprint reading, and mathematics.

The sheetmetal workers may advance to supervisory responsibilities in industry or he may go into business for himself as a contractor.

The requirements for a Vocational Certificate in this area of training are eighteen calendar months, six clock hours per day for five school days per week (30 hours per week) with a rating of satisfactory or better in progress.

## **WELDING**

DONALD M. DEXTER  
JIMMY HORNE

Theory and practical application of Welding needed to advance one in this field are the fundamental areas stressed in this vocational field. Students receive instruction in blueprint reading, welding metallurgy, welding theory, study of welding machines, and accessories used in welding training area. Laboratory work is in electric arc welding, inert gas welding, oxyacetylene welding, and cutting on both ferrous and non-ferrous metals. Upon completion of the requirements for the certificate in Welding, students are prepared for immediate entry into various welding occupations.

Nine calendar months, six clock hours per day for five school days per week (30 hours per week) are the requirements to qualify one for the Vocational Certificate in Welding. A student must have a rating of satisfactory or better in progress.

## **CONSTRUCTION MANAGEMENT**

L. C. HENDERSON  
DON MARTIN

The Construction Management program is designed to meet the needs of the students and of our modern day building industry. The fundamental skills of bricklaying, carpentry, and plumbing are taught in this department. Students may take either of the three phases of Construction Management or the total program. A more detailed description of the training provided in the individual skills is given below.

**BRICKLAYING.** Through class room lectures, individual instruction, and practical experience, the student learns to lay building materials such as brick, structural tile, concrete blocks, and other type stones to construct or repair walls, partitions, arches, sewers, and other structures. Using a trowel, the student learns how to properly use mortar which serves as a binder for the brick. Satisfactory progress and completion of the requirements in this area of training enable students to become competent bricklayers.

**CARPENTRY.** In this area of training, students learn how to properly construct, erect, install, and repair structures and fixtures of wood, plywood, wallboard, and other building materials, using carpenter's hand and power tools. The student studies blueprints, sketches, and building plans for information as to the type of material required. He is taught how to select specified types of lumber or other materials. Through practical experience, the student learns how to properly use these materials to build the desired structure. Satisfactory progress and completion of the requirements in this area of training enable students to become competent carpenters.

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## The Vocational Division

**PLUMBING.** In this area of training the student learns how to lay out, fabricate, assemble, install, and maintain piping, piping systems, and drainage systems according to specifications and plumbing codes. Satisfactory progress and completion of the requirements in this area of training enable students to become competent plumbers.

**CERTIFICATE REQUIREMENTS.** The requirements for a Vocational Certificate in Construction Management are eighteen calendar months, six clock hours per day for five school days per week (30 hours per week) with a rating of satisfactory or better.

MYRA APPLEBAUM  
LORRAINE EIKERT  
JO ANNE FRANCO  
ANN HINTON  
JO ANNE LANGFORD  
ELNORA V. SMITH  
JAN WHATLEY

## **HEALTH OCCUPATIONS**

### **PRACTICAL NURSE**

This is a 12-month course designed to prepare qualified men and women to become, upon completion of the prescribed course of study and satisfactory writing of the State Board Examination, Licensed Practical Nurses. The first four months foundation period offers instruction in Orientation to Practical Nursing, Health, Normal Nutrition, Human Development, Introduction to Nursing the Patient, Introduction to Illness, and Nursing Care of Selected Patients.

The remaining eight months of training offer clinical experience and theory in medical-surgical nursing, pediatric nursing, and maternity nursing. A certificate is awarded upon completion of the course.

Applicants must have a high school diploma or its equivalent. Information and appropriate application forms may be obtained from the Vocational Technical Center, Hinds Junior College, Raymond, Mississippi, or from the Assistant Director of Nursing in the Hospital in which the individual wishes training.

The Practical Nursing program at Hinds Junior College is affiliated with Kuhn Memorial Hospital and Mercy Hospital in Vicksburg, and the University of Mississippi Hospital in Jackson.

### **NURSE AIDE**

This is a six-weeks course designed to prepare qualified men and women to become Nurse Aides. The applicant must pass a written final examination to obtain a Nurse Aide Card.

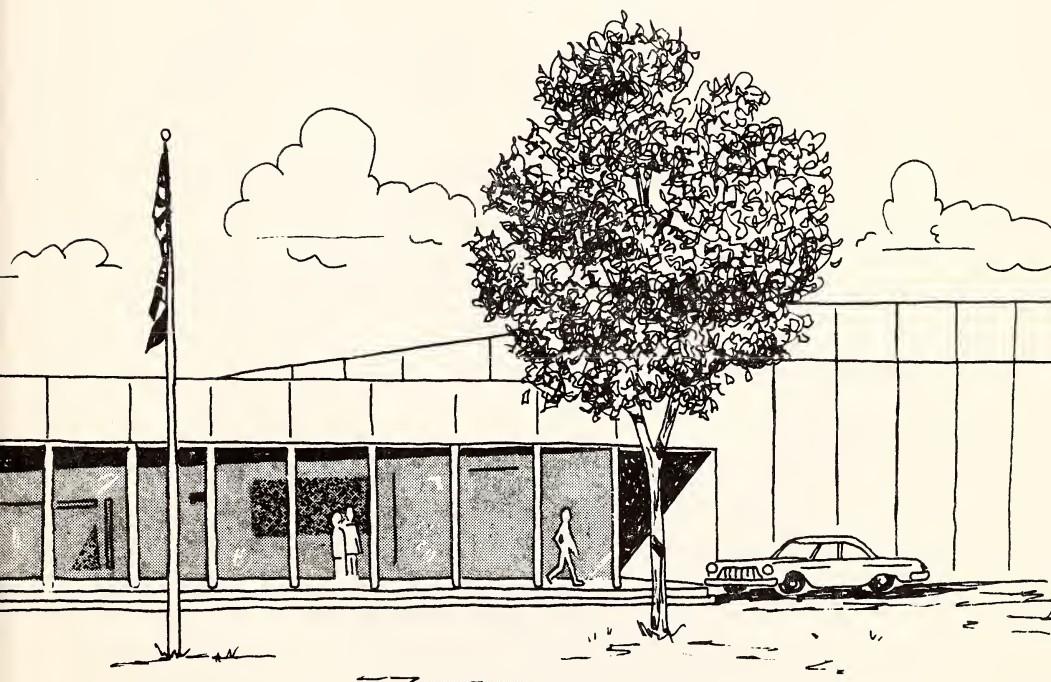
**The Vocational Division** \_\_\_\_\_

Classes are from 8:00 a. m. to 4:30 p. m. Monday through Friday for a six-week period. This includes 80 hours of classroom learning and 160 hours of hospital experience.

Applicant must be between 18 and 50 years of age and have completed the ninth grade or its equivalent.

The Nurse Aides program at Hinds Junior College is affiliated with Kuhn Memorial Hospital in Vicksburg and the University of Mississippi Hospital in Jackson.

# THE JACKSON BRANCH



# **PART SIX**

## **THE ADMINISTRATIVE OFFICERS**

### **GENERAL INFORMATION**

- History**
- Philosophy and Objectives**
- Campus and Building**
- Living Arrangements**

## **THE TECHNICAL DIVISION**

- Admission**
- Expenses**
- Associate Degree**
- Grading System**
  - Removal of Incomplete Grades**
  - Grade Reports**
  - Quality Points**
- Absences and Tardies**
- Academic Probation and Suspension**
- The Programs of Study**
  - Business and Office Education**
  - Fire and Safety Technology**
  - Hotel-Motel Restaurant Management**
  - The Courses**

## **THE VOCATIONAL DIVISION**

- Admission**
- Expenses**
- Vocational Certificate**
- Grade Reports**
- Credit**
- Probation**
- Areas of Training**
  - Vocational Business Office Education**
  - Vocational Automobile Mechanics**
  - Vocational Respiratory Therapy**
  - Dental Assisting**
  - Practical Nurse**
  - Operating Room Technician**

## **THE ADULT EDUCATION DIVISION**

### **THE SECONDARY DIVISION**

## ADMINISTRATIVE OFFICERS

**ROBERT M. MAYO, President**

**FLOYD S. ELKINS, Academic Dean**

**WALTER H. GIBBES, Director, Vocational-Technical Education**

**BOB L. LASTER, Director, Jackson Branch**

**BARRY L. KELLY, Assistant Director, Jackson Branch**

**JOEL P. McNINCH, JR., Counselor**

# GENERAL INFORMATION

## HISTORY

In keeping with the theories of progressive education, Hinds Junior College developed the Jackson Branch, a magnificent example of contemporary vocational-technical training. It evolved through the cooperative efforts of the Jackson Chamber of Commerce, the Hinds County Board of Supervisors, the State Department of Education, the Hinds Junior College Administration and Staff and the Federal Government.

The Branch is directed toward a comprehensive program of career education and places major emphasis on quality instruction in vocational-technical studies.

## PHILOSOPHY AND OBJECTIVES

Fundamentally, the Jackson Branch of Hinds Junior College is dedicated to developing the abilities of career-oriented individuals in the central Mississippi area. To this end, the Jackson Branch offers quality programs which will eventually enable an interested student to enter the vocation of his choice as a well-qualified technician, and to progress to the highest point of professional attainment.

Generally, programs offered at the Jackson Branch are open to those who need, want, and can benefit from vocational-technical education with only limited restrictions placed on admission. The major objective is to develop the skills and attitudes of the individual to enable him to enter the employment market as a highly qualified technician or specialist, and thus enable him to earn a livelihood, to make contributions to the expanding economy of the state and nation, and to serve humanity itself.

## CAMPUS AND BUILDING

The campus of the Jackson Branch of Hinds Junior College has been referred to as "one of the finest examples of a modern education institution" in the South.

Located in northwest Jackson, the single-unit Jackson Branch is situated on thirty-one acres of scenic woodland with easy access to all points in the city.

It includes 73,000 square feet of usable floor space and houses various types of highly complex equipment valued in excess of \$500,000.

Designed in the modern tradition, the building creates an atmosphere conducive to effective teaching and study. Lecture rooms and laboratories are tastefully and functionally equipped with the most modern furniture and training aids available.

A fully equipped technical library is maintained in order to allow students to conduct research and to supplement themselves professionally and personally.

A fully self service refreshment area is located in the building to provide meals for students.

## LIVING ARRANGEMENTS

The Jackson Branch of Hinds Junior College has no provisions for living on its campus. Students may live in the dormitories on the Raymond campus. These students must provide their own transportation to the Jackson Branch, a distance of approximately eighteen miles.

# ADMISSION

## ADMISSION REQUIREMENTS

### STUDENTS ENTERING COLLEGE FOR THE FIRST TIME

A student is admitted as an entering freshman (a first-time student in any college) by one of the following methods:

1. Graduating from an approved high school — graduating with a standard high school diploma.
2. Completing by August 15, 1972, a minimum of 15 high school units PLUS the achieving of a standard composite score of 18 or above at the first writing of the American College Test. The August 15 date applies to the fall semester; applicable dates for all other semesters is the beginning date of the semester.
3. Qualifying for and successfully passing the General Educational Development Test at the high school level. Successfully passing the GED test is achieving standard scores as prescribed by the Mississippi State Department of Education — a score of not less than 40 on each of the five parts of the test OR an average of 45 on the entire test. Applications for the GED test should be made directly to the Mississippi State Department of Education. The filing of test scores is required in lieu of the high school transcript.

No application for an entering freshman can be processed without his American College Test score.

A student in his senior year of high school, who seeks admission on the basis of graduation and the receiving of a high school diploma and who makes his application before graduation time, should indicate on his application the EXPECTED DATE OF HIGH SCHOOL GRADUATION. The student will then be issued an admission approval conditioned upon the receiving of the

diploma. Immediately upon graduation, the student should request that his transcript be forwarded to The Jackson Branch, Hinds Junior College. If graduation is NOT ATTAINED, as indicated by the student on his application the admission approval issued will automatically become void. Not requiring the transcript earlier than graduation is to prevent a high school from having to furnish two copies of a student's record.

Applications for students seeking admission on the basis of No. 2 in Admission Requirements will be delayed until official evidence of the completion of the 15 units is on file in the office of the Registrar. This is to prevent a student's error in thinking that he has earned 15 units when the official high school transcript indicates a number less than 15.

Students must have a good moral character. Hinds Junior College by action of its Board of Trustees on April 19, 1965, is in compliance with Title VI of the Civil Rights Act of 1964, and does not discriminate in the admission of students because of race, creed, or national origin.

### TRANSFER STUDENTS

To be eligible as a transfer student for a regular semester, a student must be eligible for readmission to the college he last attended and he must also meet the readmission requirements of Hinds Junior College. An exception to the minimum readmission requirements made by a college or university allowing a student dismissed for academic reasons or declared an academic failure to be readmitted to that college for the next succeeding regular semester will NOT make the student who has not earned during his last semester in attendance a minimum of 9 semester hours with a 1.5 quality point average (on a 4.0 basis) eligible for admission to Hinds Junior College for the fall or spring semester. Any student has the right of Petition.

No transfer student can be approved for admission to the fall session without an official copy of his record from the college he last attended. Students applying for admission for the spring semester may be granted a PROVISIONAL ADMISSION until a transcript can be received from his former college PROVIDED the student was in attendance at another school the preceding semester and there is not sufficient time between semesters for the transcript to reach The Jackson Branch, Hinds Junior College. Upon receipt of the transcript, the student will be assigned to an academic status of Good or Probation (depending upon the record from his former school). If a transcript shows an academic status other than Good or Probation, the student will be asked to withdraw from Hinds Junior College.

A student wishing to attend Hinds Junior College who has been enrolled in another college, including a former Hinds Junior College student who has been enrolled in another college since leaving HJC, will be considered for admission on the basis of a transfer student.

### EXPENSES

Students who are classed as full-time (take as many as 12 semester hours of credit) pay a semester fee of \$90. Less-than-full-time students pay \$10 per

semester hour (to a maximum of \$90) as a semester fee. Refund policies are the same as for all students. This policy is described on page 22 of this catalog.

### ASSOCIATE DEGREE

The Associate in Applied Science Degree is granted to all students completing graduation requirements in the technical field.

The student should consult the appropriate curriculum outline, in the pages that follow, for specific degree requirements.

### GRADING SYSTEM

Grades are indicated by letters as follows:

A—Excellent; B—Good; C—Average; D—Poor; F—Failure and/or Unofficial Withdrawal; I—Incomplete; W—Official Withdrawal; AU—Audit

### REMOVAL OF INCOMPLETE GRADE

An Incomplete grade is assigned a student if, upon completion of a report period, he has been ill or some unavoidable circumstance has kept him from taking his examination or meeting other requirements of the course. An incomplete grade is not allowable on the basis of course deficiencies not caused by unavoidable circumstances. If an incomplete grade is not removed during the succeeding nine weeks period, the grade automatically becomes an "F".

### GRADE REPORTS

Progress reports are mailed to the home address given by the student at the end of nine weeks. Final reports are mailed at the end of each semester.

### QUALITY POINTS

Quality Points  
Per Semester Hour

A minimum quality point average of 2.0 on ALL HOURS ATTEMPTED is required of students receiving diplomas from Hinds Junior College. An exception to the requirement of 2.0 on all hours attempted for the receiving of a diploma may be made in cases where a student has taken semester hours in excess of those necessary for the receiving of his degree. A student in this category has the privilege of specifying (in the Office of the Registrar and on special forms provided for that purpose) the credit from that earned and that being pursued which he elects to fulfill the requirements for the degree he is seeking. The total number of quality points necessary, in this case, must be not less than twice the total number of semester hours specified — a minimum 2.0 overall average on the elected courses.

A — 4

B — 3

C — 2

D — 1

F — 0

A quality point average is determined by dividing total number of quality points earned by the total semester hours of credit attempted.

A student may repeat a course already completed and in which credit has been earned in order to better the quality of his work. In computing scholastic averages in these cases, all attempts will be considered.

### **ABSENCES AND TARDIES**

Absenteeism is strongly discouraged at Hinds Junior College — there is no system of "cuts". A student absent from a previously assigned test, report, examination or written classroom work will not be allowed to make up the work unless he is given permission by the Attendance Committee. Within three days after his return to class the student must file in the office of the Director a petition to make up his work.

Faculty members will report to the Director a student whose excessive absences are endangering his progress in any given course. Three tardies are equivalent to one absence. Upon receipt of such notice, the Director shall take whatever action he sees fit, but such action shall include in each case sending a notice to the student, the student's parents, and the student's instructor. A student will be dropped from the class roll with a grade of F when the Director receives a second "excessive absence notice" unless the student can furnish evidence to the Attendance Committee that his excessive absences were for valid reasons.

A student will be dropped from a class or classes with a grade of F for the following reasons:

1. When the Director receives a second "excessive absence notice" from an instructor.
2. Any circumstance that would cause the student's attendance to fall below 80% during the semester. This policy also applies to absences incurred when students are officially representing the college.

Cumulative absences in each class are recorded as a permanent part of a student's record in the office of the registrar.

### **ACADEMIC PROBATION AND SUSPENSION**

At the end of any given semester a student who has failed to progress in his field of work may be placed on academic probation or asked to withdraw from Hinds Junior College. Probationary status is designed to warn the student of his scholarship deficiency and to attempt to help him improve by making suggestions which should result in better college achievement. Academic discipline is designed to impress upon the student that colleges, at the present time, are extremely crowded and that priority MUST BE given the student who can and will satisfactorily pursue his college program.

A regularly enrolled student who fails to achieve a quality point average of at least 1.5 on the work attempted and who fails to earn a minimum of nine semester hours at the end of a given semester will be placed on probation for the succeeding semester. A student who does not achieve a quality point average of 1.5 and earn a minimum of 9 semester hours at the end of his probationary semester will be ineligible for re-admission to Hinds Junior College until the lapse of one regular semester.

If a student on Academic Probation at another college is approved for transfer to Hinds Junior College, he will be entered on Academic Probation. Students other than those on Probation may be admitted only on Probation if their prior college record falls below a certain academic achievement. Recommended loads for students on Academic Probation will be a maximum of 14 semester hours.

A student having served an Academic Suspension period from any college, if approved for Admission to Hinds Junior College, will be admitted on Academic Probation; and his recommended load will be a maximum of 14 semester hours for his first regular semester of attendance.

## THE PROGRAMS OF STUDY

### BUSINESS AND OFFICE EDUCATION

Business and office training have assumed a new role of importance as a result of increased industrialization throughout the South. In order that the increasing needs of business and industry may be met, the Business and Office Education Department at the Jackson Branch recognizes the critical shortage of well-trained office employees and has developed an innovative curriculum for students who desire or intend to engage in business and office occupations.

Students may prepare for office work in positions such as receptionist, records clerk, secretary, office machines operator, stenographer, general clerical worker, clerk typist, personnel supervisor, or administrative assistant.

A two-year program leading to a junior college degree in Applied Science and one-year intensive programs leading to the receiving of a certificate are available. Requirements for the degree and the certificates follow.

## EXECUTIVE SECRETARIAL PROGRAM

Two-year program leading to an Associate in Applied Science Degree

English .....	6 semester hours
Math or Science .....	3 semester hours
Social Science .....	3 semester hours
Typewriting .....	6 semester hours
Shorthand .....	6 semester hours
Additional Business or Secretarial Science .....	28 semester hours
Electives .....	12 semester hours
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	64 semester hours

## INTENSIVE SECRETARIAL TRAINING

One-year program leading to a Certificate.

English .....	6 semester hours
Typewriting .....	6 semester hours
Shorthand .....	3 semester hours
Additional Business or Secretarial Science .....	17 semester hours
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	32 semester hours

## GENERAL CLERICAL TRAINING

One-year program leading to a Certificate.

English .....	6 semester hours
Typewriting .....	6 semester hours
Additional Business or Secretarial Science .....	20 semester hours
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	32 semester hours

## COOPERATIVE BUSINESS AND OFFICE EDUCATION

Cooperative Business and Office Education is a program in which students receive technical instruction in school as well as practical experience through on-the-job training. Each student receives individual instruction which is directly related to his job needs and occupational goals. The major objective of the Cooperative Program is to prepare students for full-time employment, and to give them a background of training which will contribute to attainment of career goals.

## COOPERATIVE BUSINESS AND OFFICE EDUCATION

Two-year program leading to an Associate in Applied Science Degree.

English .....	6 semester hours
Math or Science .....	3 semester hours
Social Science .....	3 semester hours
Typewriting .....	6 semester hours
Shorthand .....	3 semester hours
Intensive Business Training .....	9 semester hours
On-the-Job-Training .....	9 semester hours
Additional Business or Secretarial Science .....	15 semester hours
Electives .....	10 semester hours
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	64 semester hours

## COOPERATIVE BUSINESS AND OFFICE EDUCATION

One-year program leading to a Certificate.

English .....	6 semester hours
Typewriting .....	6 semester hours
Intensive Business Training .....	6 semester hours
On-the-Job-Training .....	3 semester hours
Additional Business or Secretarial Science .....	11 semester hours
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	32 semester hours

## FIRE AND SAFETY TECHNOLOGY

The Fire and Safety Technology course is designed to prepare students to enter jobs in fire protection or related fields, such as fire insurance, safety engineering, and fire equipment sales.

Instruction covers both theory and practical application in the field of fire protection and includes lectures, laboratory work, field trips, and seminars conducted by in-service personnel.

Requirements for the Associate Degree in Applied Science for the Fire and Safety Technology program are:

English .....	6 semester hours
Mathematics .....	3 semester hours
Social Science .....	3 semester hours
Physics .....	3 semester hours
Chemistry .....	3 semester hours
Fire-Safety Technology .....	24 semester hours
Electives .....	22 semester hours
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	64 semester hours

## HOTEL-MOTEL-RESTAURANT MANAGEMENT

The HMR course is designed to train an individual in all aspects of the combined industry in order for him to serve in a mid-management position upon graduation.

The program provides class room instruction, laboratory work, field trips, and seminars conducted by members of the hotel, motel, and restaurant industries.

Requirement for the Associate Degree in Applied Science for the Hotel-Motel-Restaurant Management program are:

English .....	6 semester hours
Mathematics .....	3 semester hours
Social Science .....	3 semester hours
Hotel-Motel-Restaurant .....	24 semester hours
Electives .....	<u>28</u> semester hours
	64 semester hours

## THE COURSES

### BUSINESS SECRETARIAL SCIENCE

BOBBIE W. LEGGETT, M.A.  
ERNESTINE MARX, M.A.  
JEWELL ADCOCK, M.S.

**SSC 1103 — Elementary Typewriting.** A course for students with no previous instruction in typewriting. Principles of the use and care of the typewriter, drills for speed and accuracy, and an introduction to letter writing and business forms. Three hours recitation per week. Credit, three semester hours. (No credit if one unit of typewriting received previously.)

**SSC 1111 — Magnetic Tape Typewriter.** (Prerequisite: SSC 1103 and 2513 or permission of instructor.) A course designed to develop proficiency in the operation of a magnetic-tape typewriter. Eighteen total hours recitation. Credit, one semester hours.

**SSC 1113 — Intermediate Typewriting.** (Prerequisite: SSC 1103 or one unit of high school typewriting.) A continuation of beginning typewriting. Detailed study of letter writing, tabulation, business forms, reports, and legal documents. Three hours recitation per week. Credit, three semester hours.

**SSC 1121 — Machine Transcription.** (Prerequisite: SSC 1113 or its equivalent.) A course designed to develop proficiency in transcribing from

machine dictation. Two hours a week for nine weeks. Credit, one semester hour.

**SSC 1131 — Typographic Machine.** (Prerequisite: SSC 1103 and 2513 or permission of instructor.) A course designed to develop skill in the layout and design of typographic materials as used in the graphic arts. Actual experience as a typographer offered. Eighteen total hours recitation. Credit, one semester hour.

**SSC 1191 — Clerical Payroll Procedures.** A course in business records and procedures used by small businesses and professional firms. Theory and practice in the use of payroll records, salary payments, check writing, time clock and overtime computation, payroll registers, and FICA forms. Eighteen total hours recitation. Credit, one semester hour.

**SSC 1203 — Elementary Shorthand.** Mastery of the principles of Gregg Shorthand. No previous instruction in shorthand required. Three hours recitation per week. Credit, three semester hours. (No credit if one unit of shorthand received previously.)

**SSC 1213 — Intermediate Shorthand.** (Prerequisite: SSC 1203 or its equivalent.) Review of the principles of Gregg Shorthand with emphasis upon accuracy and speed. Dictation and transcription work on each material. Three hours recitation per week. Credit, three semester hours.

**SSC 1313 — Filing.** A course stressing importance of records management; function of records; theory and practice in the operation of systems of alphabetic, numeric, geographic, and subject files. Three hours recitation per week. Credit, three semester hours.

**SSC 2113 — Advanced Typewriting.** (Prerequisite: SSC 1113.) A continuation of intermediate typewriting with emphasis on skill building and production in specialized areas such as technical, accounting, professional, governmental, and executive office typewriting. Three hours recitation per week. Credit, three semester hours.

**SSC 2123 — Production Typewriting.** (Prerequisite: SSC 2113.) A course in typewriting with the major emphasis on developing a student's production rate. Practice in planning and typewriting advanced jobs under office conditions provided. Three hours recitation per week. Credit, three semester hours.

**SSC 2213 — Advanced Shorthand.** A rapid review in the theory and practice of Gregg Shorthand and an intensive course in the building of rapid and skilled dictation and transcription. Three hours recitation per week. Credit, three semester hours.

**SSC 2223 — Dictation and Transcription.** (Prerequisite: one semester of shorthand and typewriting.) A course to develop transcription skills. Accuracy and speed of transcription correlated with English, punctuation, spelling, division of words, and vocabulary building. Three hours recitation per week. Credit, three semester hours. Second semester.

**SSC 2413 — Secretarial Practice.** (Prerequisite: SSC 1313 and one semester of shorthand and typewriting.) Designed to acquaint the student with modern secretarial practices and to give him an understanding of office situations so that he may readily adjust himself in the actual business office. A study of the many secretarial duties and practice in the performance of them. Three hours recitation per week. Credit, three semester hours.

**SSC 2423 — Legal Secretaryship.** (Prerequisite: one semester of typewriting or equivalent.) A course stressing the professional aspects of the work of the legal secretary. Knowledge about the American legal system and the practice of law and modern legal secretarial practices and procedures emphasized. Three hours recitation a week. Credit, three semester hours.

**SSC 2513 — Office Appliances.** (Prerequisite: SSC 1103.) Theory and practice in the operation of spirit, stencil, and offset duplicating machines; dictating and transcribing machines; photo copy machines; mimeoscope; typographic machine; electric typewriters; and others. Three hours recitation per week. Credit, three semester hours.

**SSC 2523 — Office Machines.** A course in the use of various types and makes of rotary calculators, electronic calculators, adding-listing machines, and posting machines. Three hours recitation per week. Credit, three semester hours.

**ACC 1114 — Secretarial Accounting.** An introductory accounting course in the fundamentals of accounting theory and practice geared to the needs of terminal secretarial students. Accounting for single proprietorship covered. Three hours recitation and two hours laboratory per week. Credit, four semester hours.

## **SECRETARIAL SCIENCE — COOPERATIVE PROGRAM**

**SSC 1813 — Intensive Business Training.** Orientation course open to cooperative business and office students only. Initial preparation for on-the-job training. Emphasis on career opportunities and job requirements in business and office occupations as well as orientation to office work; occupational information; career opportunities; techniques of seeking, applying for, and getting a job; appropriate dress and personal grooming for the office; personality development; and skills, traits, and attitudes requisite for office work. Three hours recitation per week. Credit, three semester hours.

**SSC 1823 — Intensive Business Training.** (Prerequisite: SSC 1813.) Continuation of business orientation. Open to cooperative business and office students only. Involves a study of personal grooming, appropriate dress for the office, personality development, employer-employee relations, communication services including telephone techniques and equipment, handling mail, telegraph services, etc., transportation services, banking services, records management, and knowledge and maintenance of office equipment and supplies. Three hours recitation per week. Credit, three semester hours.

**SSC 1913 — On-The-Job-Training.** Open to cooperative secretarial science students only. Actual job training related to student's career objectives. One hour recitation per week devoted to problem solving, class discussion and counseling, plus a minimum of 15 on-the-job laboratory hours per week. Credit, three semester hours.

**SSC 2833 — Intensive Business Training.** Business training and job-related projects open to cooperative business and office students only. Practical application and refinement of knowledge and skills learned in previous business classes. Successful human relations in the office, business ethics and etiquette, office organization, and management and miscellaneous clerical information are stressed. Three hours recitation per week. Credit, three semester hours.

**SSC 2843 — Intensive Business Training.** Advanced business training open to cooperative business and office students only. Involves preparation for job advancement, student's self-assessment of interests, aptitudes and career objectives and stimulation of initiative beyond minimum job requirements. Three hours recitation per week. Credit, three semester hours.

**SSC 2923 — On-The-Job-Training.** Open to cooperative secretarial science students only. Actual job training related to student's career objectives. One hour recitation per week devoted to problem solving, class discussion and counseling, plus a minimum of 15 on-the-job laboratory hours per week. Credit, three semester hours.

**SSC 2933 — On-The-Job-Training.** Open to cooperative secretarial science students only. Actual job training related to student's career objectives. One hour recitation per week devoted to problem solving, class discussion and counseling, plus a minimum of 15 on-the-job laboratory hours per week. Credit, three semester hours.

DONNA VINSON, M.A.

## ENGLISH

**ENG 1033 — Principles of Communication Skills.** First semester freshman course for technical business students only. Basic English fundamentals necessary to effective business communication. Fundamentals of grammar, spelling, punctuation, and word usage. Three hours recitation per week. Credit, three semester hours.

**ENG 1053 — Communication Skills.** First semester course for a study of planning and writing the whole composition: principles of outlining, paragraph development, sentence construction, and diction. Primary emphasis on expository writing with subject matter and exemplary essays from technical fields. Brief and extended writing assignments with emphasis on principles of logical thinking and effectiveness of expression. Three hours recitation per week. Credit, three semester hours.

**ENG 1063 — Technical Writing.** Instruction and practice in letter writing, report writing, technical descriptions and other forms of writing related to the student's particular field. Three hours recitation per week. Credit, three semester hours.

**ENG 2613 — Business Communication.** (Prerequisite: Three semester hours of English Composition and one semester of typing.) Oral and written business communications with emphasis upon correspondence, reports, correctives of composition and form, psychological approach, arrangement and presentation of data and system. Three hours recitation per week. Credit, three semester hours.

## **FIRE AND SAFETY TECHNOLOGY**

**H. T. BUSBY, LL.B.  
MILBURN HARRISON**

**TFS 1813 — Introduction to Fire Technology.** A survey of and introduction to incidents of fire; the principles of fire prevention, suppression, and protection; a review of municipal fire protection ratings and components; survey of professional fire protection career opportunities. Three hours recitation per week. Credit, three semester hours.

**TFS 1823 — State and Local Fire Laws.** The study of the law as it affects the fireman, his duties, responsibilities, and authority as governed by law. Three hours recitation per week. Credit, three semester hours.

**TFS 1833 — Fire Fighting Tactics and Strategy I.** A study of the basic concepts involved in fire fighting, including fire behavior, fire fighting fundamentals, principles of extinguishment; the proper role for and utilization of various fire companies, preplanning fire tactics. Two hours recitation and two hours laboratory per week. Credit, three semester hours.

**TFS 1843 — Fire Fighting Tactics and Strategy II.** A study of the principles utilized on fire ground for maximum manpower and equipment utilization; fire ground administration starting with a small fire on up through major conflagrations; emphasis will be on developing thinking skills in relations to crises. Two hours recitation and two hours laboratory per week. Credit, three semester hours.

**TFS 1853 — Fire Protection Organization and Administration.** Principles of organization and administration in fire protection of municipal organizations; duties and responsibilities of the company officer; a study of company personnel management and training, budgeting, records and reports, and public relations. Three hours recitation per week. Credit, three semester hours.

**TFS 1863 — Fire Prevention and Investigation.** A survey of the principles of fire prevention and investigation; a study of fire hazards in various occupancies, a review of fire prevention codes; a study of fire hazards in

various occupancies, a review of fire prevention codes; a study of procedures and techniques of fire prevention inspection, to include surveying and mapping, recognition and elimination of fire hazards, public relations, methods of determining the area of fire origin, fire cause, fire spread and location and preservation of evidence. Two hours recitation and two hours laboratory per week. Credit, three semester hours.

**TFS 2813 — Basic Electricity for Firemen.** A study of the theory of electricity, as applied to electrical installations. Includes the study of basic circuits, over-current protection, and control devices that are used in residential, industrial, and fire alarm applications. Emphasis is placed on proper installation to conform to National Electrical Code requirements. A study of the types of fixed extinguishing systems, standard and special fire alarm and fire detection systems, their operation, installation requirements, testing, inspection and maintenance. Two hours recitation and two hours laboratory per week. Credit, three semester hours.

**TFS 2823 — Hydraulics.** A study of fluids in motion and at rest. The behavior and effects of water in and through appliances, pumps, and pipes. Practical application of principles and calculations. Two hours recitation and two hours laboratory per week. Credit, three semester hours.

**TFS 2833 — General Insurance.** A fundamental course covering all fields of insurance. The philosophy and principles of insurance, contracts, endorsements, assignments, rate charging, reserves, and state supervision. Fire and casualty insurance is emphasized, types of policies, selection, rate making, settlement of claims, handling of risk, and self-insurance, types of rating schedules, and methods of determining fire rating classification. Three hours recitation per week. Credit, three semester hours.

**TFS 2843 — Inspection Principles and Practices.** A study of the fundamentals of fire inspections including standards, techniques of evaluation of hazards as to degree of the hazard, and practical recommendations. Reports including maps and sketches of each building inspected. On-the-site inspection of buildings to locate hazards and to recommend safe practices and improvements. One hour recitation per week and four hours laboratory per week. Credit, three semester hours.

**TFS 2853 — Water Distribution. Sprinkler and Standpipe Systems.** Measurement of fluid flow and methods of determining quantities of water available from a distribution system. Efficiency in fluid movement and system design. Types of sprinkler and standpipe systems, codes governing installation, water supply requirements, testing, inspection, and maintenance. Two hours recitation and two hours laboratory per week. Credit, three semester hours.

**TFS 2863 — Drafting and Blueprint Reading for Firemen.** The interpretation of architectural drawings for code requirements, classifications, building materials, heating and cooling systems, and safety requirements. In a laboratory experience, the student will be given practical experience in the interpretation

of drawings. One hour recitation and four hours laboratory per week. Credit, three semester hours.

**TFS 2873 — Industrial Hazards and Fire Prevention.** A study of hazardous processes in industries such as petroleum, furniture, chemical, metal and textile, and the protection and precautions needed for personnel and property safety. Hazards that are related to heating plants, electrical systems, and storage in all industries. Three hours recitation per week; credit, three semester hours.

**TFS 2913 — Fire Codes and Building Construction.** A study of codes and standards used in building and transportation; role of the State Fire Officials; fixed fire protection devices; survey of research and standards developments. Three hours recitation per week. Credit, three semester hours.

**TFS 2923 — Chemistry and Radiation Hazards.** Intensive study and analysis of the special hazards encountered in the chemical and petroleum industries, radiation hazards, effects of radiation on humans, exposure control, uses of radio-active materials, transportation, storage, application of special inspection procedures. Three hours recitation per week. Credit, three semester hours.

**TFS 2933 — Fire Protection Law.** A study of law in relation to fire protection. Torts, term and contract studies by case method. Liability of fire protection personnel when making inspections, recommendations, fighting fires, and other tasks. Pertinent laws, ordinances, and codes and the responsibilities and powers of the individual organization concerning enforcement. Three hours recitation per week. Credit, three semester hours.

**TFS 2943 — Industrial Safety and Security.** A fundamental study of industrial safety records, development of safeguards, accident costs, and causes, job safety analysis, plans designed for safety and safety maintenance. Methods of eliminating hazards including color coding, guards, and personnel protective equipment. A study of the precautions and safeguards essential to protecting lives during fires in various types of occupancies. Exit code requirements, personnel protective devices, and practical safeguards will be studied. Review of case histories of fires and explosions which have resulted in loss of life to determine how these types of tragedies can be prevented. Three hours recitation per week. Credit, three semester hours.

**TFS 2953 — Introductory Systems Analysis.** A survey of and introduction to the principles of planning, analyzing and control of complex systems, as applied in government and industry. Interdisciplinary approaches such as used in operations research will be emphasized, and applied to fire science. Techniques of planning, decision making and forecasting will be included. Methods of scheduling and allocating resources, such as in CPM (Critical Path Method) and newer programs will be included. An introduction to the process analysis techniques which precede computer programming for optimal results. Lecture and plant visitations. Three hours recitation per week; credit, three semester hours.

**TFS 2993 — Introductory Systems Analysis.** A survey of an introduction to the principles of planning, analyzing and controlling of complex systems, as applied in government and industry. Interdisciplinary approaches such as used in operation research will be emphasized, and applied to fire and safety technology. Techniques of planning, decision making and forecasting will be included. Method of scheduling and allocating resources, such as in CPM (Critical Path Method) and newer programs will be included. An introduction to process analysis technique which precedes computer programming for optimal results. Lecture and plant visitation. Three hours recitation per week. Credit, three semester hours.

## **HOTEL, MOTEL AND RESTAURANT MANAGEMENT**

**HMR 1812 — Orientation for the Hospitality Industry.** A seminar type course of lectures and discussions on opportunities, trends, problems and organizations in the hospitality field. Guest speakers from the industry to address the class on current problems and opportunities. One two-hour lecture each week. Credit, two semester hours.

**HMR 1813 — Hotel-Motel Front Office Procedures.** A detailed study of the functions pertaining to Front Office operation. An interpretation of internal systems and an understanding of the duties of Room Clerk, Reservation Clerk, Mail Clerk, Cashier, Night Auditor, and Service. Student projects and field trips required. Three hours recitation each week. Credit, three semester hours.

**HMR 1814 — Basic Food Preparation.** Familiarization with tools and equipment, kitchen organization, study of recipes of basic foods, purchasing, storage and preparation. Lab fee. Three hours recitation, and two hours laboratory per week. Credit, four semester hours.

**HMR 1823 — Food Service in Institutions.** Meal planning and service planning including menus for all phases of food service — snack bar, cafeteria, coffee shop, restaurant and banquet. Making production schedule and order list. Attention to be given to use of equipment, personnel, operation reports, and portion control. Care and maintenance of equipment. Three hours recitation per week. Credit, three semester hours.

**HMR 1824 — Quantity Foods.** (Prerequisite: HMR 1814.) A continuation of study in food preparation with emphasis on quantity preparation. Special instruction in the arts of food preparation. Ice carving, special sauces, cake decoration, hors d'oeuvres trays, gum paste, display food pieces. Demonstrations by area chefs. Lab fee. Three lectures and one two-hour laboratory each week. Credit, four semester hours.

**HMR 1833 — Hotel-Motel Restaurant Accounting.** A detailed study in accounting and systems as identified with the industry. Interpretation and

value of cost controls. Taxes, licenses and regulations of beverages. Inventory controls. Three hours recitation each week. Credit, three semester hours.

**HMR 2813 — Profitable Food and Beverage Operation.** Food and Beverage cost controls. Profitable menu planning. Selection of personnel and wage studies. Food and Beverage in all phases. Student projects. Three hours recitation each week. Credit, three semester hours.

**HMR 2824 — Hotel-Motel and Restaurant Seminar.** Control class for on-the-job-training in mid-management. Available to HMR students only. Involves student participation and critique of various phases within the hospitality industry. Includes weekly discussions with industry leaders. Two hours recitation and a minimum of fifteen on-the-job-training laboratory hours per week. Credit, four semester hours.

**HMR 2833 — Convention Sales.** Tools used in Convention Sales. Importance of convention and group business to certain properties. Forms of promotion. Follow up. Student projects and field trips. Three hours lecture each week. Credit, three semester hours.

**HMR 2834 — Hotel-Motel and Restaurant Seminar.** (Prerequisite:HMR 2824 — Hotel-Motel and Restaurant Seminar.) Control class to permit student specialization through on-the-job-training. Two hours recitation and a minimum of fifteen on-the-job-training hours per week. Credit, four semester hours.

**HMR 2843 — Profits Through Promotion.** A study of methods used to promote a facility. Creative Thinking and Brainstorming. Familiarization with trade journals, Hotel Red Book, etc. Student Projects. Three hours lecture each week. Credit, three semester hours.

**HMR 2844 — Safety, Sanitation and Housekeeping.** Study of the various causes and prevention of accidents in the hospitality industry. Effective methods of sanitary control for food establishments. Familiarization with duties and responsibilities of the executive housekeeper. Three hours recitation and two hours laboratory per week. Credit, four semester hours.

## **TECHNICAL RELATED STUDIES**

### **CHEMISTRY, MATHEMATICS, PHYSICS**

PATRICIA TORRANCE, M.A.

**TRS 1112 — First Aid.** A comprehensive course in first aid. The emergency treatment of minor and major injuries, the correct use of first aid equipment. Two hours recitation per week. Credit, two semester hours.

TRS 1213 — Industrial Psychology. An introduction to the scientific study of human behavior and experiences related to human relations in industry. A study of individual differences, selection, and placement of employees. Three hours recitation per week. Credit, three semester hours.

TRS 1613 — Technical Mathematics I. Slide rule, algebraic expressions and operations, dimensional analysis, linear equations, exponents and radicals, quadratic equations, identification and approximation of roots. Three hours recitation per week. Credit, three semester hours.

TRS 1813 — Technical Applied Physics I. Properties of Matter and Mechanics. A fundamental course covering several basic principles of physics such as the nature of scientific measurement and the most widely used systems, properties of matter including elementary atomic structure and the state of matter, mechanics and basic machines, and the solution of problems relating to these areas. Laboratory periods will be used for demonstration and student experiments. Two hours recitation and two hours laboratory per week. Credit, three semester hours.

CHE 2013 — Chemistry for Firemen. Theories of combustion and extinguishment, including the analysis of flammable materials and the nature of extinguishing agents. The properties of matter affecting fire behavior. The application of the laws and principles of chemistry and physics to the use, storage, and disposal of flammable solids, liquids, gases and dust. Two hours recitation and two hours laboratory per week. Credit, three semester hours.

## **THE VOCATIONAL DIVISION**

### **ADMISSION**

Admission to the Vocational Division is in no way based on previous education or training. However, each student must successfully complete the General Aptitude Test Battery. This test may be taken by appointment at either the State Employment Service or the Jackson Branch. Practical Nurse applicants MUST take the examination at the Employment Service. Further requirements for various areas of training are included in the description of the program.

The initial step in the admission procedure of any vocational program is the filing of the appropriate application form. This form must be on file at the Jackson Branch at least one week before entrance.

### **EXPENSES**

The enrollment fee for a student in the Vocational Division varies with the course he takes. A student should consult the program that he wishes to

pursue for the correct expense.

### **VOCATIONAL CERTIFICATE**

Students in the Vocational Division are not granted a degree as such. However, each student is awarded a vocational certificate upon the successful completion of his program requirements.

All of the Health Occupations culminate in State and National certificates after successful completion of a certifying examination.

### **GRADE REPORTS**

A vocational student must maintain the grade average required by the department in which he is enrolled. Final reports are mailed at the end of each semester.

### **CREDIT**

No academic credit is given for work in the Vocational Division. However, a certificate is awarded to the student who successfully completes the course of study.

### **PROBATION**

No policy of probation is stated for the Vocational Division with the exception of the Health Occupations. In Health Occupation programs, the foundation period is considered probationary in that the student must satisfactorily master the basic skills set forth by the department before he will be admitted to the hospital for clinical training.

## **AREAS OF TRAINING VOCATIONAL BUSINESS OFFICE EDUCATION      DELL BROADWAY, B.S.**

Admission Requirements: Successful completion of the General Aptitude Test Battery; completion of the tenth grade; interview with major adviser.

Expenses: \$90 per semester plus books and supplies.

Vocational Business Office Education is a nine-months course designed to develop abilities necessary to function with confidence in different office positions, such as general office clerk, typist, and receptionist. The training is designed to develop the skills necessary to operate modern office equipment and to serve in a secretarial capacity.

The program offers opportunities for students to develop their abilities to meet the needs of the modern business world. The program provides instruction in Business Communication, Business English, Business Law, Business Math, Clerical Office Practice, Keypunch, Machine Dictation and Transcription, Machine Calculation, Office Appliances, Filing and Records Management, General Recordkeeping, Secretarial Office Practice, Shorthand (Elementary, Intermediate and Advanced), and Typewriting (Beginning, Intermediate, and Advanced).

A Vocational Certificate is awarded students who successfully complete this area of training.

## **VOCATIONAL AUTOMOBILE W. H. BOWMAN, U. S. ARMY INSTRUCTOR TRAINING      MECHANICS**

**Admission Requirements:** Successful completion of the General Aptitude Test Battery; Interview with major adviser.

**Expenses:** \$90 per semester plus books and supplies.

In this area of training, students study the history and development of the automobile and all its related parts. They examine its individual components as related to the entire working unit. Through classroom study and individual instruction, a student learns modern methods of diagnosis, service and repair of the automobile. His work is in a modern shop atmosphere under close supervision, and his progress moves him from simple repair such as shock absorber replacement and valve grinding to the more modern and complex methods of trouble-shooting. Instruction and experience are provided the student in automatic transmissions, power brakes, power steering, front-end alignment and engine rebuilding. The student learns to use the most modern and complex equipment available in this field. The importance of high standards in personal cleanliness, workmanship, and care of tools and equipment are stressed.

Through lectures and recitation, many problems and techniques related to various types of automotive equipment and tools are stressed. Practical experience in the workshop includes overhauling engines, transmissions, clutches, rear ends, replacing and adjusting brakes on various makes and models of automotive equipment.

Students successfully completing this area of training should be qualified as an apprentice parts man, engine rebuilder for parts houses, service station operator, or mechanic. They may well elect to start their own repair garage, and after additional training, become shop foremen or service managers.

The requirements for a Vocational Certificate in the area of Automotive Mechanics are eighteen calendar months, six clock hours per day for five school days per week (30 hours a week) with a rating of satisfactory or better in progress.

## **VOCATIONAL RESPIRATORY THERAPY**

THOMAS A. WOODS, B.S.

**Admission Requirements:** Statement of Medical Health; High School Diploma or its equivalent; Successful completion of the General Aptitude Test Battery.

**Expenses:** The total program requires twelve months to complete and will cost the student approximately \$300 for the full twelve-month period.

This field was instituted for the specialized needs of the cardio-pulmonary patient. Individuals in this field work only with cardiac and pulmonary deficient patients to relieve and if possible cure their disorders. These individuals are trained in all I.P.P.B. respirators, electro-cardiographic machines, long-term control resuscitation ventilators, pulmonary function studies, aerosol therapy devices, pharmacological drugs used in cardiac and pulmonary deficient patients, routine sterilization and maintenance of all equipment.

The program requires thirty hours per week of intensive didactic instruction for the first four months. Upon completion of the four months, the student will be sent for eleven weeks to each of the three following hospitals: University Medical Center, St. Dominic's Hospital, Mississippi Baptist Hospital. While at the three hospitals, the students will be allowed to work under supervision at refining techniques and procedures which they were taught during the first four months.

Upon completion of the program, graduates will take a national certification examination. By favorable completion of the examination the technician will become a nationally certified technician.

## **DENTAL ASSISTING**

MARY ANN DOUGLAS, D.H., C.D.A.

**Admission Requirements:** High school diploma or its equivalent; School and College Ability Test; physical examination; personal interview; citizen of the United States.

**Expenses:** \$90 per semester plus uniforms and books.

This is a nine-months course designed to prepare competent dental assistants to meet the need of the dental profession in the area. This training program offers instruction in Orientation to Dental Assisting, Business, Pre-Clinical Science, Materials in Dentistry, Dental Health Education, Dental Radiology, Chairside Assisting Procedures and Advanced Clinical Orientation.

The first semester the student receives six hours of instruction per day at the Jackson Branch. The second semester the student receives four hours of instruction per day and three and one-half hours of clinical experience in one of the dental offices in the immediate area.

A certificate of completion is awarded upon satisfactory completion of the course. The program is accredited by the Council of Education of the American Dental Association which enables the student to sit for the national certification examination upon completion of the training program.

BILLIE J. BISHOP, R.N., B.S.  
CAMILLE K. BYERS, R.N.  
JOHNNIE B. JOHNSON, R.N., B.S.N.  
ALTA PRISOCK, R.N., B.S.  
DOROTHY THIGPEN, R.N., B.S.N.  
SARAH WALLER, R.N.

## PRACTICAL NURSE

Admission Requirements: At least 18 years of age; High School graduate or equivalent; Satisfactory scores on General Aptitude Test Battery; Good physical and mental health; Citizen of the United States; Personal interview.

Expenses: Uniform and books.

This is a 12-month course designed to prepare qualified men and women to become, upon completion of the prescribed course of study and satisfactory writing of the State Board Examination, Licensed Practical Nurses. The first four months foundation period offers instruction in Orientation to Practical Nursing, Health, Normal Nutrition, Human Development, Introduction to Nursing the Patient, Introduction to Illness, and Nursing Care of Selected Patients.

The remaining eight months of training offer clinical experience and theory in medical-surgical nursing, pediatric nursing, and maternity nursing. A certificate is awarded upon completion of the course.

Applicants must have a high school education or its equivalent. Information and appropriate application forms may be obtained from Hinds Junior College — Jackson Branch, located at 3925 Sunset Drive, Jackson.

The Practical Nursing program at Hinds Junior College — Jackson Branch — is affiliated with the University Hospital in Jackson.

## OPERATING ROOM TECHNICIAN

CATHERINE MIDDLETON, R.N.  
MARTHA THOMAS, R.N.

Admission Requirements: High school graduate or equivalent; Good mental and physical health; Age range from 18-38 years; Satisfactory scores on Pan Batting Aptitude Test; Citizen of United States; Personal interview with Department Chairman.

Expenses: None to college.

## **The Jackson Branch**

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An Operating Room Technician is a person who has been taught to assist surgeons, anesthesiologist, and the registered professional nurses in the care of patients in the Operating Room.

The most common assignment of the ORT is that of the sterile instruments handler. She should not only know the use of the instruments, but also have a basic knowledge of the operative procedure.

The ORT program consists of 39 weeks of intensive training in all surgical specialities. Approximately 922 hours will be clinical experience at the University Hospital. Approximately 516 hours will be spent in lectures, demonstrations, study time, and quizzes.

Students are required to wear white uniforms, white shoes, and street hose.

Upon completion of the nine months program the students are eligible to join the Association of Operating Room Technicians and take the examination for National Certification.

A stipend of \$91 per month will be paid after the first two months of training.

## **THE ADULT EDUCATION DIVISION**

The Adult Education Program at the Jackson Branch of Hinds Junior College is designed for those individuals already employed in a specific occupation who wish to update their vocational skills or for those individuals who are anticipating a specialized occupation and who wish to confirm their vocational plans.

Courses taught in the Adult Education Division carry neither academic nor vocational credit, although a certificate of completion is awarded at the termination of the course.

All Adult Education courses are taught on a short-term basis at night, and are generally 10 to 18 weeks in duration with weekly meetings.

There are no education or age requirements in the program and the fees are kept to a minimum.

Specialized courses are offered in the following general fields:

- Machine Shop
- Welding
- Auto-Mechanics
- Radio-TV Service
- Electronics
- Business Office Practices
- Health Occupations

## **SECONDARY DIVISION**

**DEWEY ABLES — MACHINE SHOP**

**ROBERT D. COOK — WELDING**

**ROBERT MATHEWS — DRAFTING**

**CHARLES GATLIN — RADIO & TV**

**NICK TRIM — ELECTRONICS COMMUNICATION**

Hinds Junior College in cooperation with the Jackson Public School system, makes training available to high school Juniors and Seniors in the area of machine shop, welding, drafting, radio & TV, and electronics communication. Upon successful completion of 540 hours (one year) the student is awarded two units of credit by the school in which he is enrolled. Upon successful completion of 1080 hours of training the student is awarded a certificate by Hinds Junior College.



**THE ENROLLMENT  
SUMMARY**  
**THE STAFF**



# PART SEVEN

## REGULAR SESSION

### 1971 - 1972

#### **COLLEGE**

Raymond Campus				
Sophomores .....	.....	956		
Freshmen .....	.....	1791		
Part-time .....	.....	73		
Evening .....	.....	640		
Jackson Branch				
Sophomores .....	.....	48		
Freshmen .....	.....	106		
Part-time .....	.....	10		
Evening .....	.....	121	3745	

#### **VOCATIONAL**

Raymond Campus				
Day .....	.....	470		
Evening .....	.....	280		
Part-time .....	.....	863		
Health Occupations .....	.....	99		
Jackson Branch				
Day .....	.....	307		
Part-time Evening .....	.....	878		
Part-time Day .....	.....	136		
Manpower Development & Training .....	.....	628	3661	
Total College and Vocational .....	.....		7406	

## **1971 SUMMER SESSION RAYMOND & JACKSON CAMPUSES**

#### **COLLEGE**

Sophomore .....	.....	167		
Freshmen .....	.....	441		
Technical .....	.....	17	625	
<b>VOCATIONAL</b>				
Day .....	.....	262		
Evening .....	.....	273	535	
Total Summer Session .....	.....		1160	
<b>GRAND TOTAL FOR YEAR</b> .....	.....		8566	

# STAFF MEMBERS

BILLY C. AINSWORTH	Carpenter's Helper
PATRICIA B. ALFORD	Assistant — IBM Department
JAMES N. BLACKMAN	Security Officer
JOSEPH S. BODJO	Technician — Media Lab
REBECCA S. BRIDGES	Clerical — Registrar's Office
EUGENE BROADWATER	Accountant
MARILYN J. CARR	Secretary to Academic Dean
EDNA CARTER	Assistant — Bookstore
WIHLENA S. CATLEDGE	Assistant Resident — Davis Hall
LARRY COLEMAN	Head of Security
PAMELA S. COLLINS	Clerical — Business Office
IRENE CRISLER	Secretary — Social Science Division
DANA DAVIS	Secretary — Nursing
BETTY DEXTER	Secretary — Business Manager
MARY ARLENE EVANS	Bookkeeper — Manpower Program
LINDA FORTENBERRY	Clerical — Jackson Branch
FRED D. GARNER, JR.	Bus Mechanic
JACKIE F. HADEN	Secretary to Director of Jackson Branch
LARRY J. HAGGARD	Security Officer
J. D. HALL	Hostess — Student Union Building
CHARLES R. HAMES	Maintenance Receiving Clerk
SUSANNA L. HENLEY	Duplicating Supervisor
RABA B. HIGDON	Head Resident — Westside Dormitory
WILLIAM L. JACKSON	Security Officer
MARY SUE JACOBS	Clerical — Business Office
LAUREEN JENKINS	Clerical — Registrar's Office
CLARENCE S. KELLY	Shipping & Receiving Clerk
CAROLYN A. KIMBALL	Head Resident — Main Dormitory
MARGARET A. KIMBALL	Manager — Bookstore & Student Union Building
HENRY M. KING	Campus Maintenance
ROBERT EARL KING	Assistant to Operator — Locker Plant
ALICIA M. KNIGHT	Assistant — Duplicating
JOHN L. LANCASTER	General Maintenance
JOY J. LANCASTER	Secretary to Finance Officer
JOE R. LASTER	General Maintenance
BETTY JANE LEWIS	Clerical — Vocational Office
JUDY J. LEWIS	Secretary in Library
MAZIE W. LEWIS	Supervisor — HJC Post Office
LYNN McCARTY	Secretary to President
CHRISTOPHER P. McCURLEY	Campus Security
HELEN McNAIR	Secretary to Manpower Director
HENRY L. McNAIR	Building Maintenance Supervisor
W. TALMADGE McNAIR	Superintendent of Buildings
G. L. McNEECE	Farm & Dairy Operator

STAFF MEMBERS (Continued)

OTTO MAXWELL	Maintenance - Plumbing
SOPHIE MIDDLETON	Clerical - Music Department
JEANETTE B. MORRISON	Clerical - Business Office
LOUISE OAKES	Secretary to Dean of Students
DONNA S. ODOM	Assistant to Registrar
FLOYD W. PATTERSON	Security Officer
BETH T. PERKINS	Secretary — Fine Arts Division
WRENNNA POIRIER	Assistant — Duplicating
SARAH H. POOLE	Head Resident — Davis Hall
MARY ETTA PURVIS	Clerical — Business Office
PEGGY J. RICE	Bookkeeper — Locker Plant
GEORGE ROBISON	General Maintenance Supervisor
ALYNE SEARS	Head Resident — Northside Dormitory
MARJORIE V. SIMPKINS	PBX Operator
POWELL TAYLOR	Bus Mechanic Supervisor
JOHNNIE R. WARD	Clerical — Media Lab
BOBBIE L. WELCH	Secretary to Vocational — Technical Director
EDNA W. WHITE	Librarian's Assistant
GLENN A. WHITE	Supervisor — Lake & Golf Course
MARGO L. WHITE	Secretary to Administrative Assistant
GENEVA WHITTINGTON	Assistant — Bookstore
IDA WILLIAMS	Assistant — Bookstore
RUBY WILLIAMS	Assistant — Bookstore

# INDEX

Absences . . . . .	37	Board of Supervisors . . . . .	4
Academic Awards . . . . .	32	Board of Trustees . . . . .	4
Academic Regulations . . . . .	33	Books . . . . .	22
Accounting, Courses in . . . . .	77	Bookstore, Campus . . . . .	26
Accreditation . . . . .	1	Buildings . . . . .	9
Activities, Student . . . . .	28	Business Administration	
Administrative Staff . . . . .	4	Courses in . . . . .	84
Admission		Business Curriculum . . . . .	45
Application Deadline . . . . .	19	Business Law, Courses in . . . . .	84
Procedure . . . . .	19	Calendar, Academic . . . . .	2
Requirements . . . . .	17	Campus Housing . . . . .	25
Agriculture		Campus and Grounds . . . . .	8
Club . . . . .	28	Chemistry, Courses in . . . . .	85
Courses in . . . . .	77	Choir . . . . .	28, 106
Curriculum . . . . .	43	Circle "K" Club . . . . .	30
Agricultural Engineering		Civitan Club . . . . .	31
Technology, Curriculum . . . . .	72	College Courses . . . . .	75
Aims . . . . .	7	Commercial Design &	
Airframe & Power Plant		Advertising . . . . .	
Maintenance Technology		Courses in . . . . .	87
Courses in . . . . .	131	Curriculum . . . . .	57
Curriculum . . . . .	69	Conduct, Student . . . . .	27
Alumni Association . . . . .	32	Construction Management . . . . .	146
Application for graduation		Counseling . . . . .	23
and a degree . . . . .	38	Cytotechnology, Curriculum . . . . .	57
Applied Science Associate		Degree Requirements . . . . .	37
Degree, Curriculum . . . . .	57	Dentistry	
Architecture		Pre-Dental Curriculum . . . . .	46
Curriculum . . . . .	44	Diesel Mechanics, Courses in . . . . .	141
Art		Distribution & Marketing	
Courses in . . . . .	81	Technology	
Curriculum . . . . .	45	Club . . . . .	28
Associated Student Body . . . . .	28	Courses in . . . . .	88
Astra . . . . .	30	Curriculum . . . . .	58
Athletics . . . . .	31	Drafting, Courses in . . . . .	142
Auditing a course . . . . .	35	Drafting & Design Technology	
Auto Body & Fender Repair		Curriculum . . . . .	70
Courses in . . . . .	139	Dropping Courses . . . . .	34
Auto Mechanics		Eagle's Nest, The . . . . .	27
Courses in . . . . .	139	Economics, Courses in . . . . .	90
Bachelor's Degree		Electric Motor Repair	
Course of Study leading to .	43	Courses in . . . . .	141
Band . . . . .	28, 105	Electricity, Courses in . . . . .	141
Barbering		Electronic Data Processing	
Courses in . . . . .	140	Courses in . . . . .	90
Biology, Courses in . . . . .	82	Curriculum . . . . .	59
Black Student Association . . . . .	30	Electronics Technology	
Board of Education . . . . .	4	Courses in . . . . .	124

Curriculum . . . . .	66
Engineering . . . . .	
Courses in . . . . .	92
Curriculum . . . . .	48
English, Courses in . . . . .	93
Enrollment, Summary of . . . . .	178
Examinations . . . . .	34
Expenses . . . . .	
Room & Board . . . . .	20
Entrance Fee . . . . .	19
Non-Resident Tuition . . . . .	20
Refund Policy . . . . .	20, 22
Financial Aid . . . . .	24
French, Courses in . . . . .	103
General Course Requirements . . . . .	49
Geography, Courses in . . . . .	95
Grading System . . . . .	33
Graduation Requirements . . . . .	43
Graphics, Engineering . . . . .	
Courses in . . . . .	95
Guidance Testing Program . . . . .	23
Health Services . . . . .	24
Health Occupations . . . . .	
Nurse Aide . . . . .	147
Practical Nurse . . . . .	147
Health, Physical Education, & Recreation Courses . . . . .	96
Hindsonian, The . . . . .	31
Hi-Steppers . . . . .	29
History, Courses in . . . . .	97
History of College . . . . .	8
Home Economics . . . . .	
Club . . . . .	29
Courses in . . . . .	98
Curriculum . . . . .	49
Honor Students . . . . .	36
Horticulture Technology . . . . .	
Curriculum . . . . .	72
Industrial Education . . . . .	50
Technical Drafting . . . . .	
Courses . . . . .	126
Industrial Technology . . . . .	
Curriculum . . . . .	51
Intramurals . . . . .	31
Jackson Branch . . . . .	
General Information . . . . .	152
Admission . . . . .	153
Programs of Study . . . . .	157
Courses . . . . .	160
The Vocational Division . . . . .	169
Journalism . . . . .	
Courses in . . . . .	99
Curriculum . . . . .	51
Laundry . . . . .	22
Law, Pre-Law Curriculum . . . . .	52
Learning Resources Services . . . . .	39
Livestock Technology . . . . .	
Curriculum . . . . .	71
Location . . . . .	8
Machine Shop, Courses in . . . . .	142
Mathematics, Courses in . . . . .	100
Medical Record Technician . . . . .	
Curriculum . . . . .	60
Courses . . . . .	102
Medicine, Pre-Medical . . . . .	
Curriculum . . . . .	53
Medical Technology . . . . .	
Courses in . . . . .	102
Curriculum . . . . .	60
Motor Vehicles . . . . .	26
Music . . . . .	
Courses in . . . . .	104
Curriculum . . . . .	53
Nursing . . . . .	
Club . . . . .	29
Courses in . . . . .	111
Curriculum . . . . .	61
Occupational Information . . . . .	23
Office Machines . . . . .	
Courses in . . . . .	143
Offset Printing . . . . .	
Courses in . . . . .	144
Philosophy & Bible . . . . .	
Courses in . . . . .	112
Pharmacy . . . . .	
Club . . . . .	29
Curriculum . . . . .	54
Phi Rho Pi . . . . .	30
Phi Theta Kappa . . . . .	30
Physical Education . . . . .	
Courses in . . . . .	97
Curriculum . . . . .	54
Physical Science, Curriculum . . . . .	55
Physics, Courses in . . . . .	112
Piano, Courses in . . . . .	106, 109
Placement . . . . .	25
Police Science . . . . .	
Curriculum . . . . .	61
Courses . . . . .	120

<b>Political Science</b>	
Courses . . . . .	113
<b>Post Office</b>	27
<b>Probation and Suspension</b> . . . . .	36
<b>Programs</b>	
Technical . . . . .	65
Transfer . . . . .	43
<b>Psychology</b>	
Courses in . . . . .	113
<b>Purpose</b> . . . . .	7
<b>Quality Points</b> . . . . .	33
<b>Radio Mechanics</b> . . . . .	144
<b>Radiologic Technology</b>	
Courses in . . . . .	114
Curriculum . . . . .	62
<b>Reading, Courses in</b> . . . . .	115
<b>Readmission, Former Student.</b>	18
<b>Refrigeration &amp; Air Conditioning</b>	
Courses in . . . . .	130, 145
Curriculum . . . . .	68
<b>Related Studies, Courses in</b> . . .	123
<b>Religious Organizations</b> . . . . .	32
<b>Removal of Incomplete Grades.</b>	33
<b>Reports</b> . . . . .	33
<b>Respiratory Therapy Technology</b>	
Courses in . . . . .	115
Curriculum . . . . .	63
<b>Samothrace</b> . . . . .	31
<b>Secretarial Science</b>	
Courses in . . . . .	117
Curriculum	
Two-year Terminal . . . . .	64
Two-year Transfer . . . . .	56
Intensive Clerical Training.	65
Intensive Training . . . . .	64
<b>Sheetmetal</b> . . . . .	145
<b>Shorthand, Courses in</b> . . . . .	118
<b>Sociology, Courses in</b> . . . . .	119
<b>Spanish</b> . . . . .	104
<b>Courses in</b> . . . . .	122
<b>Curriculum</b> . . . . .	55
<b>Staff</b> . . . . .	179
<b>Student Activities</b> . . . . .	28
<b>Student Classification</b> . . . . .	35
<b>Student Conduct</b> . . . . .	27
<b>Student Load</b> . . . . .	35
<b>Student Services</b> . . . . .	23
<b>Summer School</b> . . . . .	14
<b>Suspension - Academic</b> . . . . .	36
<b>Tardies</b> . . . . .	37
<b>Teachers' Certificate</b> . . . . .	73
<b>Teaching</b>	
Club, MEA . . . . .	29
Elementary Curriculum . . .	47
Secondary Curriculum . . .	47
<b>Technical</b>	
Courses in . . . . .	123
<b>Technical Mechanics</b> . . . . .	129
<b>Television, Courses in</b> . . . . .	144
<b>Testing</b> . . . . .	23
<b>Transcripts</b> . . . . .	36
<b>Transfer Students</b> . . . . .	18
<b>Typing, Courses</b> . . . . .	117
<b>Veterans</b> . . . . .	25, 138
Veterinary, Pre- Curriculum . . . . .	56
<b>Vocational Division</b>	
Admission . . . . .	136
Area of Training . . . . .	138
Cost . . . . .	136
Grades . . . . .	137
History, Aims . . . . .	135
Living Accommodations . .	138
<b>Voice, Courses in</b> . . . . .	106, 109
<b>Welding</b> . . . . .	146
<b>Withdrawal from School</b> . . . . .	34
<b>Women's Recreation Association</b>	32
<b>Yearbook, The Eagle.</b> . . . . .	31



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